



THE CITY AND COUNTY OF SAN FRANCISCO

Civil Service Commission



Annual Report

Fiscal Year 2006–07



THE CITY AND COUNTY OF SAN FRANCISCO

Civil Service Commission



Civil Service Commission

Alicia D. Becerril

PRESIDENT (ELECTED JUNE 4, 2007)

Donald A. Casper

VICE PRESIDENT

Morgan R. Gorrono

COMMISSIONER

Thomas T. Ng

COMMISSIONER

Yu-Yee Wu Sheridan

COMMISSIONER (EFFECTIVE FEBRUARY 15, 2007)

Commission Staff

Kate Favetti

EXECUTIVE OFFICER

Anita Sanchez

ASSISTANT EXECUTIVE OFFICER

Elizabeth Aldana

ADMINISTRATIVE ASSISTANT

Sandra Eng

SENIOR PERSONNEL ANALYST

Lizzette Henríquez

RULES, PERSONNEL & OFFICE COORDINATOR

Gloria Sheppard

APPEALS COORDINATOR



THE CITY AND COUNTY OF SAN FRANCISCO

Civil Service Commission

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June 2, 2008

The Honorable Gavin Newsom
Mayor of the City and County of San Francisco
City Hall, Room 200
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Dear Mayor Newsom:

On behalf of my colleagues on the Civil Service Commission, I am pleased to submit the Annual Report of the Civil Service Commission and its staff for the fiscal year concluding June 30, 2007.

This Annual Report commemorates the Commission's 107 continuous years of service in managing the Charter-mandated civil service merit system for public employment in the City and County of San Francisco. The Report reflects the overall commitment and focus of the Civil Service Commission in providing fair and equitable opportunities for all prospective and current employees of the City and County.

The Commission is proud of its accomplishments for Fiscal Year 2006-07. The Commission updated and issued the Citywide Employee Personnel Records Guidelines; streamlined Certification Rules for Miscellaneous and Service-Critical employees; implemented the Charter amendment setting the salary of elected officials for five-year cycles; adopted amendments to implement the voter approved Sick Leave Ordinance requiring that employees be provided with paid sick leave; established the Merit System Audit program; and conducted a selection process for the Human Resources Director vacancy.

The Annual Report also documents the implementation of the Commission's third year of Civil Service reform. The Commission is committed to modernizing the City's merit system rules and policies while maintaining flexibility and integrity in public employment. These efforts follow the underlying philosophy of developing a modern civil service merit system where decisions on selection, advancement and retention are based on performance. This new reformed civil service system is flexible, service oriented, and facilitates participation, while adhering to the Commission's mission to provide fair and equitable employment opportunities to all current and prospective employees of the City and County of San Francisco.

The quality of life in our great City is enhanced through the vital services provided by our City and County employees. The Civil Service Commission strives to ensure an environment that is conducive to achieving the highest quality performance in carrying out the City's mission and needs.

This was a year of change, challenges and, certainly, many accomplishments. On behalf of the members of the Civil Service Commission, I commend our staff for their excellent work in this fiscally challenging year and am pleased to forward the Commission's Fiscal Year 2006-07 Annual Report.

Respectfully submitted,

CIVIL SERVICE COMMISSION



ALICIA D. BECERRIL
President

June 2, 2008

The Honorable Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102

Dear Commissioners:

I am pleased to submit to you the Civil Service Commission Annual Report for Fiscal Year 2006-07.

The Annual Report for Fiscal Year 2006-07 reflects the retirement of the Commission's dedicated and respected Executive Officer of ten years, Kate Favetti. Ms. Favetti retired on June 30, 2007 and the accomplishments highlighted in this Annual Report were completed during her tenure. During her tenure as the Commission's Executive Officer, the Commission has actively exercised its Charter authority in adopting Rules in an open public forum; heard appeals giving both departments and appellants the benefit of a thorough and fair vetting of issues and immediate decisions; operated an inspection and audit service to provide additional merit system oversight; and, conducted open public review of periodic reports on the operation of the merit system. In addition, voter approved Charter amendments gave the Commission new responsibilities in setting the salaries of the Members of the Board of Supervisors and Elected Officials; commented on departmental Statements of Incompatible Activities and other policies; and, cemented its role in the governance of the City and County, through vigorous exercise of its independent review of complex merit system issues.

This fiscal year, merit system training workshops were conducted for human resources professionals and departmental liaisons at the Public Utilities Commission, Municipal Transportation Agency and the San Francisco International Airport. On-site presentations were made for employee organization representatives at International Federation of Technical and Professional Engineers-Local 21 and Service Employees International Union-Local 1021. The first formal pre-planned merit system audit was completed for compliance with the Citywide Employee Personnel Records Guidelines at the San Francisco Public Library. The Civil Service Adviser publication covered the topics of Out-of-Class Assignments, Classification Overview, Classification Procedures, Classification and Budget Action, and Appreciation of Public Employees.

I extend my appreciation to the Civil Service Commission staff for their outstanding performance and hard work to ensure that services are provided in a timely and efficient manner during this period of transition.

The guidance and support of the Civil Service Commissioners have been invaluable in achieving our goals and objectives.

Respectfully submitted,



ANITA SANCHEZ
Executive Officer

Resolution of Commendation

Kate Favetti

EXECUTIVE OFFICER, CIVIL SERVICE COMMISSION
UPON HER RETIREMENT AFTER THIRTY-ONE YEARS
OF DEDICATED SERVICE

WHEREAS, The San Francisco Civil Service Commission recognizes and honors the vital role Kate Favetti has played in the betterment of the civil service merit system in San Francisco in over 30 years of City and County service; and

WHEREAS, Kate Favetti's career is a reflection of the civil service merit system at work, starting with the City and County of San Francisco in 1981 as a Clerk Typist, working her way to qualify and be appointed in the positions of Senior Clerk Typist, Management Assistant, Personnel Analyst, Senior Personnel Analyst, Human Resources Management Specialist, Assistant Executive Officer, Principal Employee Relations Representative, SFHQ Human Resources Director and administering as a City Department Head for the Civil Service Commission; and

WHEREAS, Kate was appointed Executive Officer, Civil Service Commission in March 2008 and has continuously worked to improve the system, to make it work better, more efficiently and more effectively; and

- WHEREAS**, Among the highlights of her City and County service are:
- Instrumental in providing access, input, transparency and creating a public forum for meaningful public dialog of proposals and policy decisions;
 - Key role in fully implementing inspection services and audits of the application of Rules, policies and procedures in the merit system;
 - Developed and established post Consent Decree Rules applicable to the Uniformed Rules of the Police and Fire Departments, including first Rules on promotions in 20 years;
 - Developed and established Rules applicable to the Senior-Critical class as the Ministerial Transportation Agency;
 - Provided increased flexibility for department heads and managers with streamlined Rules on probationary period, classification, Equal Employment Opportunity, and many others, at the same time maintaining the integrity of the merit system;
 - Been pivotal in carrying out the Mission and Vision of the Commission by conducting training programs, outreach activities and publications on the civil service merit system; and

WHEREAS, Kate is a well-known and respected facilitator of the City and County's civil service personnel system. Her extensive knowledge of the legal framework of civil service and her sound judgment have established her as the key resource person to whom to turn for advice and information on personnel matters; and

WHEREAS, because of her knowledge coupled with objectivity and integrity, her advice is sought by department heads and managers, employees, union representatives, and members of the Board of Supervisors; and

WHEREAS, Her experience and achievements have earned her the honor and recognition of the International Public Management Association for Human Resources, IPMA - HR Executive Level Certification, and

WHEREAS, Kate has worked tirelessly and proactively in the interests of civil service and the City as a whole. She has accomplished numerous program efficiencies, reduced costs, and enhanced service delivery to all City departments. She never allowed the complexity or challenges of the system to deter her from accomplishing what needed to be done; and

WHEREAS, Kate is a native and long-time resident of San Francisco with her husband Ray, sons Tony, Joseph and Dominic and is active in the community.

THEREFORE, BE IT RESOLVED, That the Civil Service Commission takes this opportunity to commend Kate Favetti for her outstanding contributions and dedicated service to the work of the Civil Service Commission, and to the betterment of the civil service merit system in the City and County of San Francisco; and

BE IT FURTHER RESOLVED, That the members of the Civil Service Commission do hereby extend to Kate Favetti our heartfelt wish that she may enjoy the fullest measure of good health, prosperity, and happiness in her well-deserved retirement, and do hereby adopt this resolution to express to her our highest esteem and sincere appreciation; and do further direct that a suitable copy of this resolution be tendered to her as a token of the high regard in which we hold her.

ADOPTED AND PASSED AT MEETING OF THE CIVIL SERVICE COMMISSION, THIS 15th DAY OF MAY, 2017.

[Signature]
CIVIL SERVICE COMMISSION



[Signature]
A. D. B...
CIVIL SERVICE COMMISSION

Dedication

Kate Favetti

Executive Officer – March 1998 to June 2007

The Civil Service Commission dedicates this year's Annual Report to Kate Favetti, in recognition of the vital role Ms. Favetti has played in the betterment of the civil service merit system in San Francisco in over 36 years of City and County service. Ms. Favetti retired June 30, 2007 and the Civil Service Commission commends her for her outstanding contribution and dedicated service to the work of the Commission.

Kate Favetti worked tirelessly and prodigiously in the interests of the Civil Service and the City as a whole. Among her contributions are:

She was instrumental in providing access, input, transparency and creating a public forum for meaningful public dialog of proposals and policy decisions;

She played a key role in fully implementing Inspection services and audits of the application of Rules, policies and procedures on the merit system;

She developed and established post Consent Decree Rules applicable to the Uniformed Ranks of the Police and Fire Departments, including first Rules on promotions in 20 years!

She developed and established Rules applicable to the Service-Critical classes at the Municipal Transportation Agency;

She provided increased flexibility for department heads and managers with streamlined Rules on probationary period, classification, Equal Employment Opportunity, and many others, while maintaining the integrity of the merit system;

She has been pivotal in carrying out the Mission and Vision of the Commission by conducting training programs, outreach activities and publications on the civil service merit system; and

She has accomplished numerous program efficiencies, reduced costs, and enhanced service delivery to all City departments. She never allowed the complexity or challenges of the system to deter her from accomplishing what needed to be done.

Kate Favetti is a well-known and respected facilitator of the City and County's civil service personnel system. Her extensive knowledge of the legal framework of civil service and her considered judgment have established her as the key resource person to whom so many turn for advice and information on personnel matters.



THE CITY AND COUNTY OF SAN FRANCISCO
Civil Service Commission





THE CITY AND COUNTY OF SAN FRANCISCO

Civil Service Commission

Mission Statement

The Civil Service Commission's Mission is to establish, ensure and maintain an equitable and credible merit system for public service for the citizens of San Francisco. The Commission seeks to set the standard for excellence in personnel management through an effective, fair and modern system that recognizes and builds on the diversity, skills and dedication of public employees. The Commission's goal is to consistently provide the best-qualified candidates for public service in a timely and cost-effective manner.

Highlights of Fiscal Year 2006-07

ELECTION OF OFFICERS:

Commissioner Alicia D. Becerril was elected President, Civil Service Commission and Commissioner Donald A. Casper, Vice-President in June 2007.

STATEMENT OF PRESIDENT BECERRIL:

President Becerril set the tone of her leadership in her acceptance statement: "I am very honored to be placed in the leadership position at this critical time because our entire civil service system is being restructured to enable timely and efficient delivery of services to our residents. I am committed to a style of leadership that acts with integrity and respects different voices. We will work hard to preserve our merit system, defend our employees' rights and uphold the due process. The entire Commission has worked hard for the City and County of San Francisco and we are proud of our many accomplishments, including making the Commission accessible for everyone."

STATEMENT OF VICE PRESIDENT CASPER:

Vice President Casper added: "I appreciate the vote of confidence of my fellow Commissioners in electing me Vice President of this vital Commission and am much honored to again be in a leadership position. The Commission responded ably to the call for improvements in the merit system and the hiring procedures. I am proud of the Commission's many accomplishments and the important role it plays in creating a fair and equitable employment structure for the City and County of San Francisco."

STREAMLINED CERTIFICATION RULES:

Adopted Amendments to Rules 113 and 413 – Certification of Eligibles affecting Miscellaneous Employees and Service-Critical Classes at the Municipal Transportation Agency to reorganize the existing Rules and restate existing practices;

ADOPTED AMENDMENTS TO LEAVES OF ABSENCE RULES TO IMPLEMENT SICK LEAVE ORDINANCE:

Adopted Rule amendments to implement voter approved Administrative Code Chapter 12W – Sick Leave (Proposition F/ November 2006) requiring San Francisco employers to provide paid sick leave to employees;

UPDATED AND ISSUED CITYWIDE EMPLOYEE PERSONNEL RECORDS GUIDELINES:

Updated and reissued to reflect the role of the Civil Service Commission as a Rules and policy making appeals body and the delegation to the Human Resources Director and for Service-Critical classes at the Municipal Transportation Agency (MTA), the Director of Transportation/designee, the authority to establish procedures on the implementation of the Civil Service Commission Policy and Guidelines on Employee Personnel Records and Employment Verification;

ESTABLISHMENT OF MERIT SYSTEM AUDIT PROGRAM:

Established and completed audit of San Francisco Public Library compliance with Civil Service Commission Policies and Procedures on Personnel Files;

HEARINGS AND APPEALS:

Conducted 24 Regular meetings and 5 Special Meetings; Received 88 appeals and carried forward 64 active appeals from the previous fiscal year and resolved a total of 87 appeals;

PERSONAL SERVICES CONTRACTS:

Reviewed and approved 224 Personal Services Contracts for a total of \$450,951,615.80;

Amended and clarified Personal Services Contracts review for extensions on duration and amounts of the contract approval requests.

IMPLEMENTATION OF CHARTER AMENDMENT ON ELECTED OFFICIALS SALARY:

Implemented the voter approved Proposition C (November 2006), amending Charter Section A8.409-1-Employees Covered, to provide that the Civil Service Commission shall determine the base five (5) year salaries of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff effective July 1, 2007;

BOARD OF SUPERVISORS SALARY:

Implemented annual Consumer Price Index (CPI) adjustment per the Commission's previous action. In 2004, the Civil Service Commission acted to increase the salary for each fiscal year, effective July 1, 2005 based on the Consumer Price Index for All Urban Consumers (CPI-U) reported in January of each year and not to exceed 5% and that the salary will not decrease in the event that the CPI-U falls below zero;

PREVAILING RATE OF WAGE:

Certified the rates of pay for Police Officers, Firefighters, Registered Nurses, and the prevailing rate of wages of various crafts and kinds of labor paid in private employment for workers performing public works and improvements, janitorial services, working in garages and off-street parking lots owned or leased by the City, engaged in theatrical and technical services for shows; performing moving services, and hauling solid waste;

TRAINING AND WORKSHOPS:

Conducted a record number of training workshops on the merit system at both central locations and on-site workshops for the Public Utilities Commission, Municipal Transportation Agency, San Francisco International Airport, IFTPE Local 21, Service Employees International Union Local 1021, and San Francisco State University;

CIVIL SERVICE ADVISER:

Published Civil Service Advisers on Out-of-Class Assignments, Classification Overview, Classification Procedures, and Classification and Budget Action;

RECRUITMENT OF HUMAN RESOURCES DIRECTOR:

Conducted a recruitment and selection process for filling the vacancy of Human Resources Director due to transfer to another City position of incumbent;

COMMISSIONER APPOINTMENT AND REAPPOINTMENTS:

The Mayor appointed Yu-Yee Wu Sheridan and reappointed Donald A. Casper and Morgan R. Gorrone to six-year terms as Civil Service Commissioners.

Membership of the Commission

The Civil Service Commission is composed of five (5) members, each appointed to serve a six-year term. Commissioners presently serving on the Commission are:



Alicia D. Becerril

PRESIDENT

Appointed August 2003 by Mayor Willie L. Brown, Jr.

Commissioner Alicia D. Becerril is an Administrative Law Judge with the State of California Unemployment Insurance Appeals Board where she conducts hearings and prepares decisions on the appeals of unemployment insurance benefit and disability insurance benefit cases. Prior to taking this position, Commissioner Becerril served as the Board's Assistant Chief Counsel.

Commissioner Becerril began her legal career in public interest law with the State of California, Agriculture Labor Relations Board, Energy Commission and the Department of Health. She later worked as an attorney in the private sector with law firms specializing in commercial litigation, products liability, employment law, and personal injury.

Commissioner Becerril has long been active in civic and community organizations and has worked to improve neighborhoods, ensure public safety and protect small businesses. She served as a member of the Board of Supervisors of the City and County of San Francisco. She is past President of the Lawyers' Club of San Francisco and Instituto Laboral de La Raza. Commissioner Becerril has also served as a Commissioner on the City and County of San Francisco Human Rights Commission, Board of Appeals, Landmarks Advisory Board, and the City of Oakland Community and Economic Development Advisory Commission. She was formerly a member of the Executive Committee of San Francisco Partnership; Director, San Francisco International Trade Council, and past-President of the U.C. Davis School of Law Alumni Association.

Commissioner Becerril taught courses as a law professor at the University of Northern California in Sacramento and as an adjunct professor of MBA courses on international business at Golden Gate University in San Francisco. She received her undergraduate degree in Social Science and teaching credential from Sacramento State College, and law degree from the School of Law at the University of California at Davis.

Commissioner Becerril's son is an attorney who practices law in Sacramento.

Commissioner Becerril is proud to be a regular MUNI rider.

THE CITY AND COUNTY OF SAN FRANCISCO

Civil Service Commission



Donald A. Casper

VICE-PRESIDENT

Appointed March 2000 by Mayor Willie L. Brown, Jr.

Reappointed September 2006 by Mayor Gavin Newsom

Commissioner Donald A. Casper is a member of the San Francisco law firm of Jacobs, Spotswood & Casper LLP. He maintains a general civil practice serving the needs of small businesses and individuals in both transactional and litigation matters. His areas of concentration include professional, non-profit and closely held business corporations; contractual relations between business entities; real property and landlord-tenant law; and election law.

A fourth-generation San Franciscan, Commissioner Casper lives in the North Beach neighborhood. He has a long history of community involvement, both within his neighborhood and citywide. He currently serves on the boards of Janet Pomeroy Center (formerly Recreation Center for the Handicapped), the Salesian Boys' and Girls' Club, and the Columbus Day Celebration. He was chairman of the Janet Pomeroy Center Board of Directors from 1985 to 1988. Since 1994, he has chaired the board of Columbus Day Celebration, sponsor of the City's annual Italian Heritage Parade. He also, has served as a director of the Italian-American Community Services Agency and the Tenderloin Senior Organizing Project.

In 1986, Commissioner Casper served as president of the St. Thomas More Society of San Francisco, an association of Catholic lawyers and jurists. He has been a member of the Legal Affairs Advisory committee of the Roman Catholic Archdiocese of San Francisco. From 1991 to 1994, he sat on the Community Advisory Board of St. Mary's Hospital and Medical Center. Long active in Georgetown University alumni affairs, he sits on the Georgetown Library Board.

Commissioner Casper was chairman of the San Francisco Republican County Central Committee from January 1997 until June 2002. Appointed to fill a vacancy on the committee in 1991, he was returned by Republican voters in the 13th Assembly District every two years between 1992 and 2000. His fellow committee members elected him chair three times. He also served on the California Republican State Central Committee.

Since 1993, Commissioner Casper has been a member of the governing board of the San Francisco State Building Authority, a state-local joint powers agency charged with the restoration of the Earl Warren State Office Building and construction of the adjoining Hiram W. Johnson Building, in San Francisco's Civic Center. The complex houses the California Supreme Court, and the First District Court of Appeal, as well as regional offices of other state government entities.

Commissioner Casper attended Salesian Grammar School and St. Ignatius College Preparatory in San Francisco. He received his undergraduate and law degrees from Georgetown University. He was editor-in-chief of Georgetown's undergraduate weekly newspaper, *The Hoya*, and was the first recipient of the university's Edward Bunn Award for Journalistic Excellence. In 1982-83, he was president of the Georgetown Alumni Club of Northern California.

An avid long-distance runner, Commissioner Casper has completed nine marathons, including the 2001 Marine Corps Marathon in Washington, D.C.

Commissioner Casper served as president of the Civil Service Commission from June 2002 until June 2003. For civil service matters, he can be reached at casper.civil.service@gmail.com

Membership of the Commission



Thomas T. Ng
COMMISSIONER

Appointed May 2003 by Mayor Willie L. Brown, Jr.

Commissioner Thomas T. Ng is a former member of the San Francisco Fire Commission, past president of the Chinese Consolidated Benevolent Association (“Chinese Six Companies”), founder and chairman of the Hoy Sun Memorial Cemetery. He also served as board president of many organizations, including Chinese Hospital, the Hoy Sun Ning Yung Benevolent Association, the Chinese Cultural Services Center, the National (and International) Eng Family Association, and the Asia Society of Arts of America. His directorships include service on the Bay Area United Way, Chinese for Affirmative Action and numerous other community organizations.

Commissioner Ng’s community activities center on promoting community involvement and civic participation by the influential and complex network of Chinese family associations. He helped foster a new spirit of cooperation in a Chinatown which had been divided sharply by overseas politics during the three decades following World War II.

Commissioner Ng received his education at San Francisco State University. He is fluent in English, Chinese and other different dialects. Commissioner Ng’s contributions to the community are recognized with his receiving the following awards: Chinese American Voters Education Committee, Chinese Charity Cultural Services Center, Bay Area United Way, Asian Women Resource Center, and Geen Mum Neighborhood Center. In 2005, Commissioner Ng received the Community Award from Asian Perinatal Advocates for outstanding contribution towards building a vibrant Asian community.

An influential community and business leader, Commissioner Ng is the former owner of the popular Uncle’s Coffee Shop.



Morgan R. Gorrono

COMMISSIONER

*Appointed February 2000 by Mayor Willie L. Brown, Jr.
Reappointed September 2006 by Mayor Gavin Newsom*

Commissioner Morgan R. Gorrono is current owner of EIGHT, an upscale lounge in the South of Market area and is the former owner of The Bar on Castro and has been credited for turning the establishment into an upscale lounge-type meeting place and changing the gay bar scene in San Francisco. He was also the Chief Operations Manager of The Café and was instrumental in creating a diverse customer base and initiating an aggressive diversity-hiring program of bartenders and staff receiving full benefits. His efforts made The Café the 2nd biggest employer in the Castro area. He also has a business venture in home restoration and repair.

Commissioner Gorrono is active in numerous community service and non-profit organizations. His fundraising activities have benefited P.A.W.S., The AIDS Emergency Fund, The God Father Service Fund, and Breast Cancer Research. His community service activities include: Board Member of Merchants of Upper Market and Castro (M.U.M.C.); Founding member and Vice President of the District 8 Democratic Club; Member of C.O.B., an oversight group working to create a Gay/Lesbian homeless youth shelter; Member of Upper Market Citizens Patrol; Member of Mayor Brown's Lavender Steering Committee; Member of Alice B. Toklas Democratic Club; and is an active Member of the S.P.C.A.

Commissioner Gorrono is deeply interested in public safety and law enforcement and works closely with the Mission Police Station, the Police Department and the Police Commission on community safety and protection and officer safety programs. Commissioner Gorrono served as President from June 2003 to June 2004.

Membership of the Commission



Yu-Yee Wu Sheridan COMMISSIONER

Appointed February 2007 by Mayor Gavin Newsom.

Commissioner Yu-Yee Wu Sheridan has significant employment law experience, both as an attorney championing employment protections and as counsel to the California Department of Industrial Relations, implementing regulatory reform.

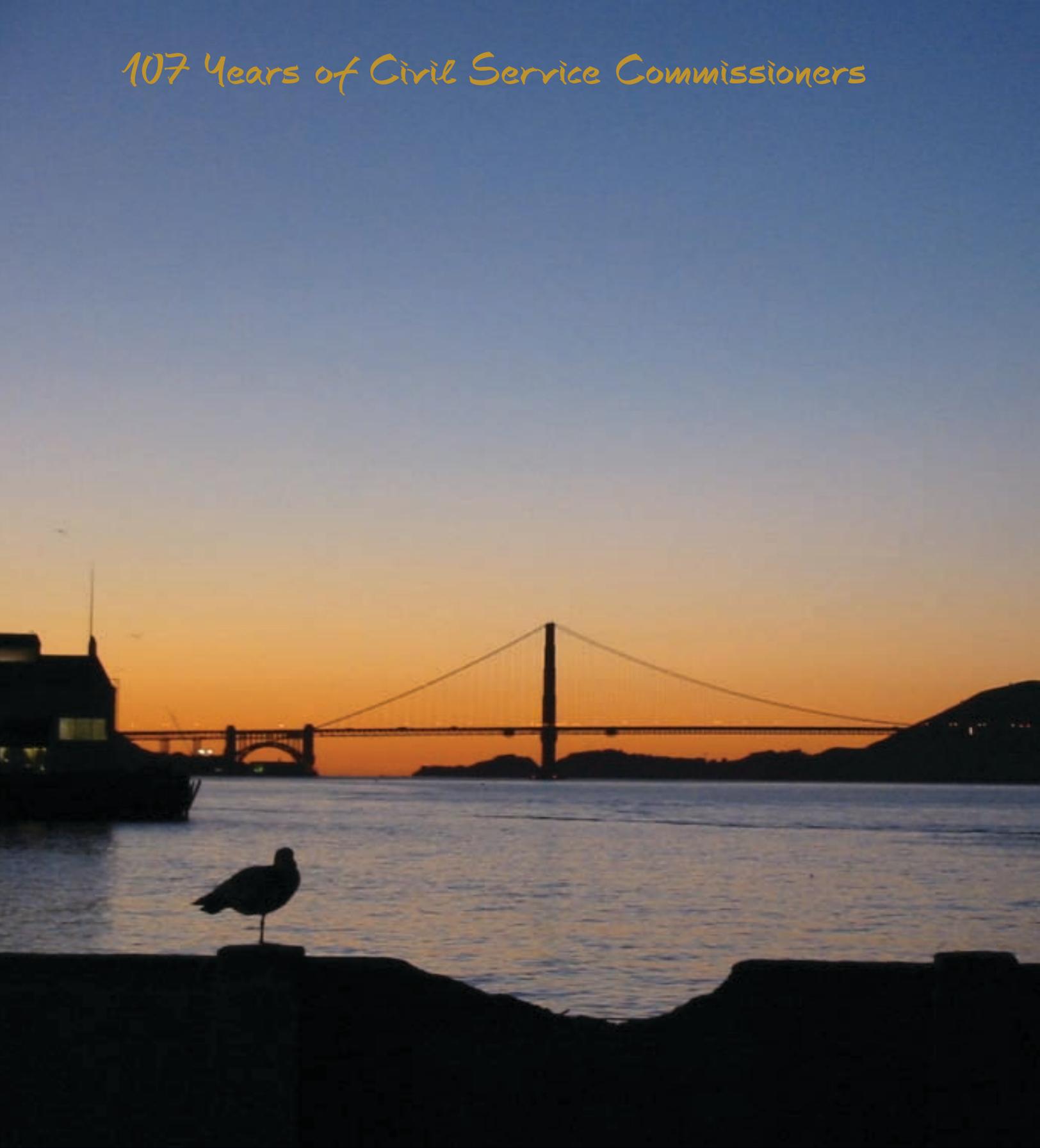
As Industrial Relations Counsel with the California Department of Industrial Relations, Division of Workers' Compensation, Commissioner Wu Sheridan is responsible for developing regulations and implementing statutory reforms; performing regulatory oversight and analysis; counseling and training of workers' compensation judges and staff; overseeing the agency's compliance with Title II of the Americans with Disabilities Act; and drafting of administrative opinions.

Formerly an attorney in the employment group of Minami, Tamaki, LLP and a civil litigation attorney with Lieff, Cabraser, Heimann & Bernstein, LLP, Commissioner Wu Sheridan has litigated before the Equal Employment Opportunity Commission and in federal and state courts, trying cases predominantly involving Title VII of the Civil Rights Act and the Americans with Disabilities Act.

Commissioner Wu Sheridan is active in professional and community organizations. She is a member of the board of the Asian American Bar Association as well as the Association for Dispute Resolution of Northern California. She is also a past board member of the Organization of Chinese Americans-San Francisco Chapter. She is also a community mediator for East Bay Community Mediation/SEEDS and for San Francisco Community Boards.

Commissioner Wu Sheridan received her J.D. Degree, with honors, from the University of Virginia School of Law, Charlottesville and a B.A. with highest honors, in Journalism and a minor in Public Policy from the University of North Carolina at Chapel Hill.

107 Years of Civil Service Commissioners



107 Years of Civil Service Commissioners

TERM OF SERVICE	COMMISSIONER	MAYOR
01/08/1900 – 01/07/01	P.H. McCarthy	James D. Phelan
01/08/1900 – 01/07/02	John R. Quinn	James D. Phelan
01/08/1900 – 01/07/03	J. Richard Freud	James D. Phelan
01/08/1901 – 01/07/03	P.H. McCarthy	James D. Phelan
01/06/1902 – 01/07/03	Charles A. Murdock	James D. Phelan
01/08/1902 – 01/07/05	Lois J. Ohnimus	James D. Phelan
01/08/1902 – 01/07/05	John W. Rogers	E.E. Schmitz
01/08/1903 – 01/07/04	Charles J. Williams	James D. Phelan
01/08/1903 – 01/07/06	Joseph R.R. Mersshore	E.E. Schmitz
05/20/1903 – 01/07/06	George H. Bahrs	E.E. Schmitz
01/08/1904 – 01/07/06	Charles J. Williams	E.E. Schmitz
01/08/1905 – 12/15/05	John W. Rogers	E.E. Schmitz
12/18/1905 – 01/07/08	Edward F. Moran	E.E. Schmitz
01/08/1906 – 01/07/07	Richard Cornelius	E.E. Schmitz
01/08/1906 – 01/07/09	George H. Bahrs	E.E. Schmitz
01/08/1907 – 01/07/10	Richard Cornelius	E.E. Schmitz
01/08/1908 – 01/31/10	Matthew I. Brady	Edward R. Taylor
01/08/1909 – 01/07/12	George H. Bahrs	Edward R. Taylor
01/08/1910 – 01/03/12	Frank C. McDonald	P.H. McCarthy
01/31/1910 – 08/26/10	Charles M. Leavy	P.H. McCarthy
09/26/1910 – 01/07/11	Benjamin B. Rosenthal	P.H. McCarthy
01/08/1911 – 01/07/14	Benjamin B. Rosenthal	P.H. McCarthy
01/06/1912 – 01/07/13	Harry E. Michael	P. H. McCarthy
01/08/1912 – 01/07/15	Earle A. Walcott	James Rolph, Jr.
01/08/1913 – 01/07/15	Matthew I. Brady	James Rolph, Jr.
01/08/1914 – 07/01/17	Benjamin B. Rosenthal	James Rolph, Jr.
01/08/1915 – 07/01/15	John J. O'Toole	James Rolph, Jr.
01/08/1915 – 01/07/18	Earle A. Walcott	James Rolph, Jr.
07/01/1915 – 06/30/21	John J. O'Toole	James Rolph, Jr.
07/01/1917 – 06/30/23	George A. Tracey	James Rolph, Jr.
07/01/1919 – 06/30/25	Earle A. Walcott	James Rolph, Jr.
07/01/1921 – 01/04/26	John J. O'Toole	James Rolph, Jr.
07/01/1923 – 12/18/23	George A. Tracey	James Rolph, Jr.
01/08/1924 – 06/30/29	John F. Davis	James Rolph, Jr.
07/01/1925 – 06/30/31	Earle A. Walcott	James Rolph, Jr.
01/07/1926 – 06/30/27	Hugh McKeivitt	James Rolph, Jr.
07/01/1927 – 01/27/31	Hugh McKeivitt	James Rolph, Jr.
07/01/1929 – 06/30/35	William P. McCabe	James Rolph, Jr.
01/03/1931 – 06/30/31	Lewis F. Byington	James Rolph, Jr.
01/27/1931 – 06/30/33	Howard M. McKinley	Angelo J. Rossi
07/01/1931 – 06/30/37	Lewis F. Byington	Angelo J. Rossi
01/08/1932 – 06/30/37	Harry K. Wolff	Angelo J. Rossi

TERM OF SERVICE

07/01/1933 – 06/30/39
 07/01/1935 – 06/30/41
 07/01/1937 – 06/30/43
 07/01/1939 – 01/21/41
 07/01/1941 – 06/30/47
 07/21/1941 – 04/16/44
 07/01/1943 – 06/30/49
 04/17/1944 – 06/30/45
 07/01/1945 – 07/10/47
 07/01/1947 – 06/30/53
 07/10/1947 – 06/30/51
 07/01/1949 – 06/30/55
 07/01/1951 – 11/14/53
 11/16/1953 – 06/30/55
 07/01/1953 – 09/30/58
 07/01/1955 – 06/30/57
 07/01/1955 – 06/30/60
 07/01/1957 – 06/30/63
 10/01/1958 – 06/30/59
 07/01/1959 – 10/23/64
 07/06/1960 – 06/30/61
 07/01/1961 – 06/30/67
 07/01/1963 – 06/30/69
 10/23/1964 – 06/30/65
 07/01/1965 – 06/01/66
 06/01/1966 – 06/30/71
 07/01/1967 – 11/17/71
 07/01/1969 – 06/12/72
 11/22/1971 – 06/15/72
 07/01/1971 – 06/30/77
 06/13/1972 – 06/30/75
 06/15/1972 – 06/30/73
 07/01/1973 – 03/07/79
 07/01/1975 – 10/25/75
 10/25/1975 – 04/26/79
 12/05/1975 – 06/30/81
 07/01/1971 – 06/30/77
 06/13/1972 – 06/30/75
 06/15/1972 – 06/30/73
 07/01/1973 – 03/07/79
 07/01/1975 – 10/25/75
 10/25/1975 – 04/26/79

COMMISSIONER

Howard M. McKinley
 Milton S. Maxwell
 Harry K. Wolff
 Howard M. McKinley
 Milton S. Maxwell
 John W. Bender
 Harry K. Wolff
 Allan E. Charles
 Allan E. Charles
 Francis P. Walsh
 John M. Kennedy
 Charles T. McDonough
 John M. Kennedy
 William Lahanier
 Francis P. Walsh
 John E. Hogg
 William Lahanier
 William Kilpatrick
 Hubert J. Soher
 Hubert J. Soher
 Richard C. Ham
 Richard C. Ham
 William Kilpatrick
 Dorothy Von Beroldingen
 Dorothy Von Beroldingen
 Yori Wada
 John Molinari
 William Kilpatrick
 Gary P. Vannelli
 William J. Chow
 Robert J. Costello
 Joseph C. Tarantino
 Joseph C. Tarantino
 Robert J. Costello
 Frank N. Alioto
 Darrell J. Salomon
 William J. Chow
 Robert J. Costello
 Joseph C. Tarantino
 Joseph C. Tarantino
 Robert J. Costello
 Frank N. Alioto

MAYOR

Angelo J. Rossi
 Roger D. Lapham
 Roger D. Lapham
 Roger D. Lapham
 Roger D. Lapham
 Elmer E. Robinson
 George Christopher
 George Christopher
 George Christopher
 George Christopher
 George Christopher
 John F. Shelley
 Joseph L. Alioto
 —
 Joseph L. Alioto
 —
 Joseph L. Alioto

107 Years of General Managers and Executive Officers of the Civil Service Commission

NAME	APPOINTED	APPOINTMENT ENDED
Edward F. Moran	January 1, 1900	December 18, 1905
Aarons H. Powers	December 18, 1905	December 31, 1907
James J. Maher	January 13, 1908	December 1, 1938
William L. Henderson	December 1, 1938	June 9, 1943
Kathleen Dolen	June 9, 1943	February 14, 1945
William L. Henderson	February 15, 1945	September 4, 1958
Harry Albert (Acting)	September 11, 1958	November 14, 1958
George Grubb	November 14, 1958	December 14, 1971
Bernard A. Orsi	December 15, 1971	March 1, 1977
James F. Wurm (Acting)	January 9, 1974	June 6, 1974
James F. Wurm (Acting)	August 26, 1974	January 7, 1975
John J. Walsh	March 3, 1977	March 29, 1992
Albert C. Walker (Acting)	March 30, 1992	April 18, 1993
Wendell L. Pryor	April 19, 1993	December 5, 1993
Albert C. Walker *	December 6, 1993	January 1, 1998
Kate Favetti	March 16, 1998	June 30, 2007

*Proposition "L" (11/93) Restructured Personnel function and created a Department of Human Resources separate from the Civil Service Commission. Albert C. Walker was granted permanent civil service status to Executive Officer, Civil Service Commission by the terms of Proposition L (1932 Charter Sec. 3.661, 1996 Charter Section 10.101). The position became appointive by the Civil Service Commission upon Mr. Walker's vacating.

Important Events That Have Shaped the City and County of San Francisco Merit System

1900

Establishment of the Civil Service Commission

The San Francisco Civil Service System was established under the 1900 Freeholder Charter.

- ◆ San Francisco Civil Service Commission was established, simultaneously with the establishment of the merit system for the City and County of San Francisco.
- ◆ The Civil Service Commission one of the oldest in the country, pre-dated only by just a few years by Chicago, New York, and a few other Eastern municipalities. San Francisco has the oldest civil service system West of the Mississippi.
- ◆ The first members of the Commission were P.H. McCarthy, John E. Quinn, and Richard Freud, who were appointed by Mayor James D. Phelan on December 30, 1899.
- ◆ The Commission's first meeting occurred on January 5, 1900; Richard Freud was elected president.
- ◆ The first competitive examination was held on January 8, 1900, and as a result, Edward F. Moran was appointed "Chief Examiner and Secretary" of the Commission.
- ◆ The offices of the Commission opened to the public at noon, January 8, 1900, and by 5:00 p.m., 621 Laborers applications were received and hundreds of applications for examinations were issued.

1932

Charter Reform

- ◆ Enlarged the scope of duties of the Civil Service Commission
- ◆ Gave greater powers to the Civil Service Commission to enforce its rulings and included the following important components:
 - Control of the classification plan;
 - Restrictions on exempt appointments;
 - Provisions for practical, free and competitive examinations;
 - Persons appointed subject to a six-month probationary period;
 - Decision of Civil Service Commission on appeals is final;
 - Prohibition of political activity;
 - Central control to assure the unhampered operation of the merit system.

1975

Expansion of Civil Service Commission

The electorate voted to:

- ◆ Expand the Civil Service Commission from three (3) members to five (5) members;
- ◆ Require not less than one member be a woman;
- ◆ Require a special oath upon appointment.

1979

Compliance Agreement between the Office of Revenue Sharing and the City & County of San Francisco

- ◆ Created open, competitive process for promotive examination;
- ◆ Allowed horizontal and vertical access to the promotive system;
- ◆ Permitted an accelerated examination process to address long-term temporary employees;
- ◆ Expanded recruitment efforts for city jobs to support the citywide equal employment opportunity plan;
- ◆ Established an in-house discrimination complaint procedure.

Important Events That Have Shaped the City and County of San Francisco Merit System

1991

Civil Service Reform and Collective Bargaining

The electorate approved four (4) ballot measures that:

- ◆ Removed a number of Charter provisions word for word and added them to the Civil Service Commission Rules to allow for negotiation on changes through a meet and confer process;
- ◆ Increased flexibility in classification of positions;
- ◆ Established the minimum certification Rule of Three Scores;
- ◆ Provided for collective bargaining subject to merit system carve-outs.

1993

Creation of the Department of Human Resources

Ballot measure approved by the electorate:

- ◆ To create the Department of Human Resources effective January 1, 1994;
- ◆ Redefined the Civil Service Commission role from an operational personnel department to a policy making/appeals board.

1996

Charter Revision

- ◆ The 1932 Charter was revised, recodified and reorganized;
- ◆ The role of the Civil Service Commission was clarified to reflect the Civil Service Commission's jurisdiction and the merit system in the new collective bargaining environment;
- ◆ Limits were placed in the Charter on the duration of provisional appointments;
- ◆ Required that not less than two (2) members of the Civil Service Commission shall be women.

1999

Creation of Municipal Transportation Agency (MTA) (Proposition E)

- ◆ Voters approved the creation of the Municipal Transportation Agency (MTA) in November 1999 election;
- ◆ Preserved the role of the Civil Service Commission as to merit system issues in the Municipal Transportation Agency.

2001

Appeal to the Civil Service Commission of the Removal of the Director of Elections (Proposition E)

- ◆ Voters approved amendments to the Department of Elections in November 2001;
- ◆ The Elections Commission to appoint the Director of Elections from a list of qualified applicants according to the civil service provisions of the Charter;
- ◆ Removal of the Director of Elections by the Elections Commission may be appealed to the Civil Service Commission.

2003

Ethics Reform (Proposition E)

- ◆ The voters approved Charter amendments in November 2003 that consolidated all of the City's ethics laws into the Campaign and Governmental Conduct Code, created new laws and amended some of the existing laws including laws on hiring of family members and incompatible activities. The Civil Service Commission comments from a merit system perspective on Statements of Incompatible Activities forwarded by the Ethics Commission.

2002

Salary Setting – Board of Supervisors (Proposition J)

- ◆ Voters approved Proposition J, November 2002 amending Charter Section 2.100 to provide that the job of the members of the Board of Supervisors is full time and that the salaries be set by the Civil Service Commission once every five (5) years.

2006

Salary Setting – Elected Officials (Proposition C)

- ◆ The voters approved Proposition C, November 2006 amending Charter Section A8.409-1 - Employees Covered, to provide that the Civil Service Commission shall determine the base salaries every five (5) years of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff effective July 1, 2007.

The San Francisco Civil Service Merit System Responsibilities-2007

The Civil Service Commission is charged to oversee, regulate and serve as final arbiter of the City and County of San Francisco civil service merit system. The Civil Service Commission fulfills its Charter and legal mandates by:

- ◆ Establishing Rules, regulations, policies, and procedures that provide the framework for the operation of the City and County personnel system. For example, the Commission approves Rules and procedures governing equal employment opportunity, applications, examinations, eligibility, duration of eligible lists, appointments, promotions, transfers, resignations, and other personnel related matters;
- ◆ Hearing of appeals of administrative actions and decisions of the Human Resources Director, the Director of Transportation and its Executive Officer, including discrimination complaints, and rendering final and binding decisions;
- ◆ Investigating and resolving charges and complaints of discrimination, sexual harassment, and otherwise prohibited nepotism and favoritism;
- ◆ Instituting legal proceedings, if necessary, to abate violations of the Civil Service merit system provisions of the City and County Charter and Commission regulations;
- ◆ Directing the Human Resources Director to take such action as the Commission believes necessary to carry out the civil service merit system provisions of the Charter;

- ◆ Directing the Municipal Transportation Agency Director to take such action as the Commission believes necessary to carry out the civil service merit system provisions of the Charter applicable to Service-Critical classifications at the Municipal Transportation Agency;
- ◆ Providing training and education on the merit system;
- ◆ Monitoring and auditing the operation of the merit system through Inspection services and various reports;
- ◆ Conducting salary and other personnel, human resources related surveys;
- ◆ Setting salaries and benefits of elected officials;
- ◆ Providing outreach, information and notification of the Catastrophic Illness Program (CIP); and,
- ◆ Administering the City's Employee Relations Ordinance.

The Civil Service Commission continues to focus on its Charter-mandated functions on formulating policy and creating the structure for the personnel system of the City and County of San Francisco.

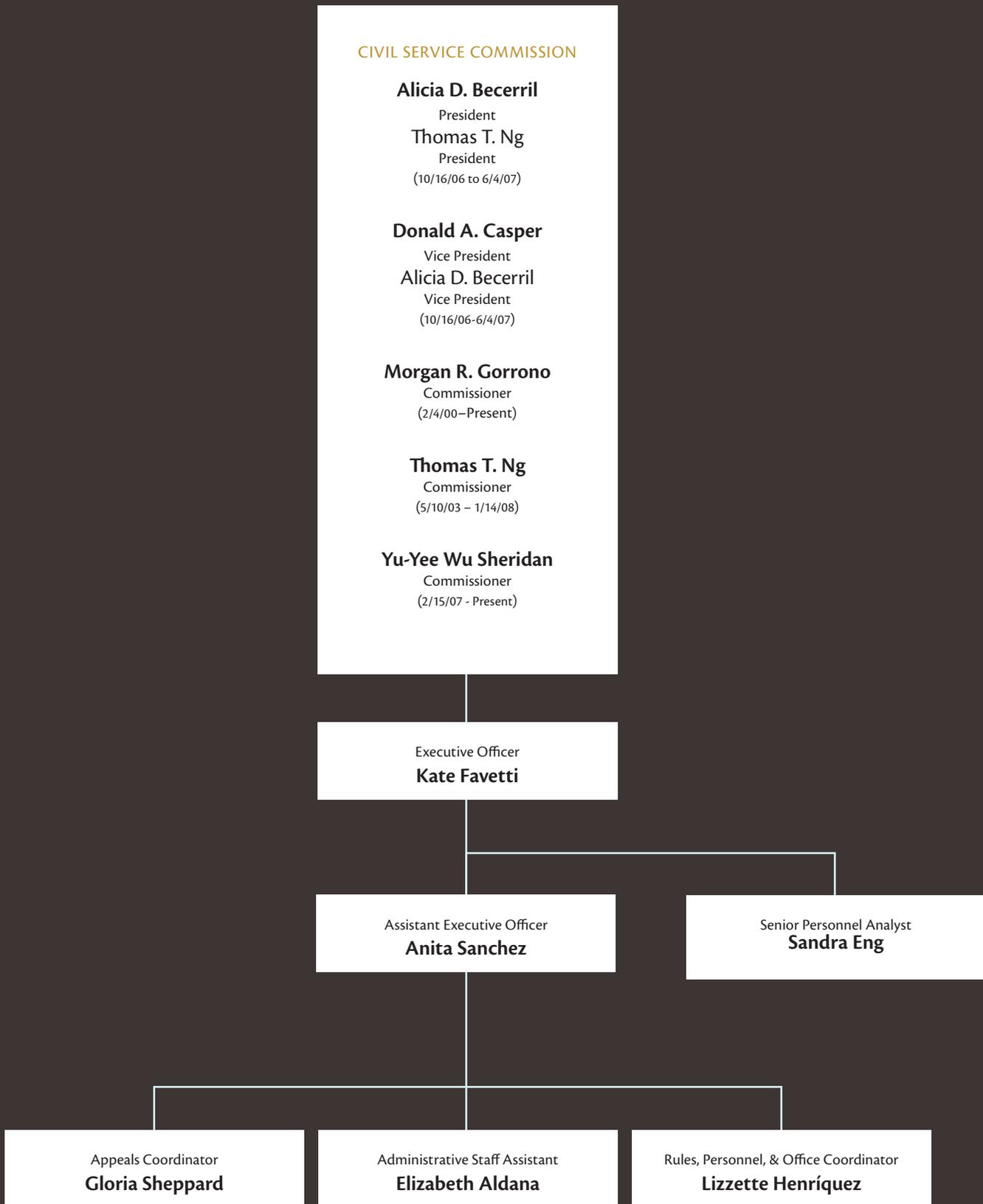
Consistent with its mission and goals, the Commission regularly reviews its Rules, policies and procedures to address City departments' need for flexibility in personnel management while maintaining the integrity of the City's merit system.



Annual Report
Fiscal Year 2006–07

Organization Chart

For the period covering July 1, 2006 through June 30, 2007



Staff

Kate Favetti, Executive Officer

Anita Sanchez, Assistant Executive Officer

Elizabeth Aldana, Administrative Staff Assistant

Sandra Eng, Senior Personnel Analyst

Lizzette Henríquez, Rules, Personnel and Office Coordinator

Gloria Sheppard, Appeals Coordinator

Budget

The Fiscal Year 2006-07 budget appropriation was as follows

ACCOUNT	ADOPTED BUDGET	TOTAL
SALARY AND FRINGE BENEFITS		
Permanent	\$500,181	
Temporary	\$3,000	
Premium	0	
Fringe Benefits	\$133,409	\$636,590
SPECIAL AND PROFESSIONAL SERVICES		
Professional Services	\$11,078	
Rents and Leases	\$47,844	
Services of Other Departments	\$59,722	
Materials, Supplies	\$13,667	
		\$132,311
TOTAL BUDGET APPROPRIATION		\$768,901

Commission Meetings

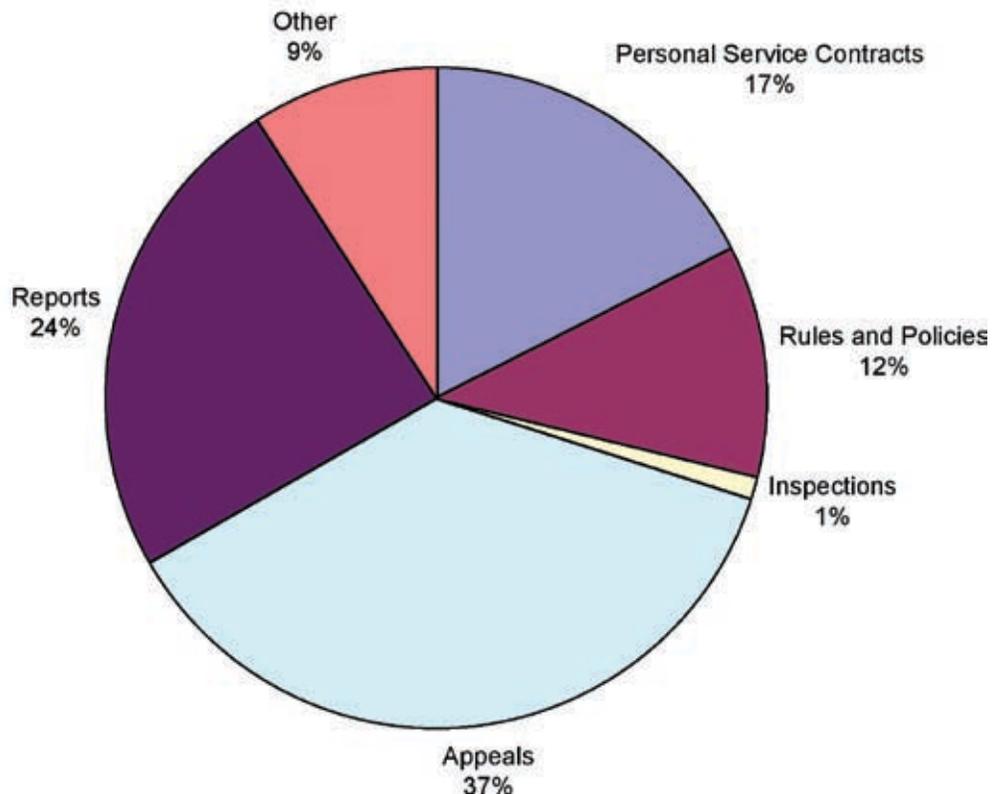
The Civil Service Commission held a total of 30 meetings during Fiscal Year 2006-07. Of the 30 meetings, 24 were Regular meetings and 6 were Special meetings.

Regular Commission meetings are on the first and third Mondays of each month in City Hall Hearing Room 400. When the regular meeting falls on a holiday, the Commission meets on the next succeeding business day unless it designates another day to meet

at a prior regular meeting. Special meetings are called by the President or a majority of the Commission. All meetings of the Commission are open to the public except as otherwise legally authorized.

Commission meetings are conducted in accordance with the Commission's Hearing Policies and Procedures attached to each Agenda and Notice of Commission Meeting documents.

Matters Heard in Civil Service Commission Meetings FY 2006-07



Regular Commission meetings are organized as follows:

Call to Order and Roll Call

Public Comment on Matters Appearing on the Agenda

Public comment on Agenda items

Approval of Minutes

Announcements

Changes to the Agenda, change in meeting schedule and other relevant information

Ratification Agenda

These are non-contested matters to be acted by a single vote of the Commission. No separate discussion on the items unless requested; the item is severed from the Ratification Agenda and considered a separate item. Matters on Ratification Agenda are proposed personal services contracts that have been posted for seven (7) calendar days by the Department of Human Resources and no appeals were received during the posting period.

Consent Agenda

All matters on the Consent Agenda 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.

Commission Old Business

Follow up of previously discussed policy, procedure, or items having impact on the jurisdiction of the Commission.

Regular Agenda

Requests for hearing on examination, classification, certain compensation matters, and appeals of the Human Resources Director's decisions on certain administrative matters; appeals of the Director of Transportation's decisions on merit system matters affecting service-critical classes at the Municipal Transportation Agency; and appeals of the Executive Officer's decision.

Separations Agenda

Appeals of separated employees on future employment restrictions recommended by appointing officers and automatic resignations for certain employee groups.

Commissioners' Other Business

Policy, procedures and matters impacting the jurisdiction of the Commission.

Human Resources Director's Report

Report on merit system issues and items administered by the Department of Human Resources.

Executive Officer's Report

Report on merit system issues and items impacting the jurisdiction of the Civil Service Commission.

Request to Speak on Any Matter within the Jurisdiction of the Civil Service Commission

Public comment on matters under the Commission's jurisdiction.

Commissioners' Announcements/Requests

Adjournment

The Commission meets to review requests for hearing of employee separations from service, examination appeals, classification appeals, certain compensation appeals, and appeals of the Human Resources Director's decisions on certain administrative matters. The Commission also hears appeals of decisions of the Director of Transportation on merit system matters affecting service-critical classes at the Municipal Transportation Agency. The Commission considers at its meetings proposed Civil Service Commission Rule and policy changes, and proposed Charter amendments.

Wage Setting Responsibilities of the Civil Service Commission

CERTIFICATION OF RATES OF PAY AND PREVAILING WAGES

The Charter provides that the Commission certify the rates of pay for Police Officers, Firefighters, Registered Nurses, and the prevailing rate of wages for: 1) workers performing work under City contracts for public works and improvement; 2) workers performing work under City contracts for janitorial services; 3) workers performing work in public off-street parking lots, garages, or storage facilities for automobiles on property owned or leased by the City; 4) workers engaged in theatrical or technical services for shows on property owned by the City; 5) workers performing moving services under City contracts at facilities owned or leased by the City; and 6) workers engaged in the hauling of solid waste generated by the City in the course of City operations, pursuant to a contract with the City.

SETTING OF SALARY AND BENEFITS OF ELECTED OFFICIALS

In addition, the Commission sets the salary and benefits of all elected officials of the City and County of San Francisco in accordance with the Charter Section A8.409-1.

On November 7, 2006, the City and County of San Francisco's Electorate approved Proposition C amending City Charter Section A8.409-1 - Employees Covered, to provide that the Civil Service Commission shall determine the base five (5) year salaries of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff effective July 1, 2007.

The Charter amendment requires that the Civil Service Commission set the base salary of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff once every five (5) years by averaging the salaries of the comparable elected officials in Alameda, Contra Costa, Marin, San Mateo, and Santa Clara counties. For each year between the five (5) year cycles, the Civil Service Commission is required to adjust the salaries to reflect the upward movement in the CPI during the prior calendar year not to exceed 5%.

In setting the initial and subsequent base five-year salary of elected officials, the Commission may not reduce the salaries of each elected official. If the City and employee organizations agree to amend the compensation provisions of an existing memorandum of understanding to reduce costs, the Civil Service Commission shall review and amend the salaries of the above named elected officials.

At the Civil Service Commission meeting on January 2, 2007, Civil Service Commission directed Commission staff to conduct a salary survey of the offices of chief executive officer, county counsel, district attorney, assessor-recorder, treasurer, public defender, and sheriff for the counties of Alameda, Contra Costa, Marin, San Mateo, and Santa Clara. Commission staff surveyed the five (5) counties for annual salaries effective January 1, 2007 for each job title or comparable job function. The average salary for each office was determined by calculating the sum of the annual salaries for each office divided by the five (5) counties, except for the public defender. In determining the average annual salary for the office of public defender, the sum of the annual salaries was divided by four (4) counties. San Mateo County reported not having an office of public defender and was omitted in calculating the average salary in accordance with Charter Section A8.409-1.

At the Civil Service Commission meeting on May 7, 2007, the Commission certified the salary and benefits of the elected officials except for the salary of the Treasurer. Under the direction of the Commission, staff reviewed the salary survey results for the Treasurer and confirmed that the average salary for the office of the treasurer was below the current salary for the Treasurer of the City and County of San Francisco. In accordance with the Charter Section A8.409-1, the base salary of the Treasurer was not reduced and there was no change to the existing salary. The salary of the Treasurer was certified by the Commission on May 21, 2007.

This initial base five (5) year salary certification by the Commission covers the period from July 1, 2007 through June 30, 2012. The subsequent five (5) year salary certification shall cover the next five (5) year period of July 1, 2012 through June 30, 2017. Salaries will be adjusted annually to account for upward movement in the CPI, not to exceed 5%.

The Civil Service Commission shall continue to set the benefits of elected officials to take effect July 1 of each year. Benefits of elected officials may equal but may not exceed those benefits provided to any classification of miscellaneous officers and employees as of July 1 of each year.

SETTING OF SALARY FOR MEMBERS OF THE BOARD OF SUPERVISORS

On November 5, 2002, the City and County of San Francisco Electorate approved Proposition J, amending City Charter Section 2.100 - Composition and Salary to direct that Member, Board of Supervisors is a full-time position. The amended Charter Section also directs the Civil Service Commission to: 1) establish a five (5) year salary cycle; 2) consider a salary survey of California cities and counties with full-time City Councils and County Supervisors; 3) transmit its salary determination to the Controller in a timely manner to coordinate with City budget processes and related procedures; and 4) set the salary of the Board of Supervisors once every five (5) years. However, the Charter provided that the Civil Service Commission could establish a shorter cycle for the initial determination.

In its initial determination on May 19, 2003, the Civil Service Commission established a one (1) year cycle. The Civil Service Commission set the annual salary for Members, Board of Supervisors effective July 1, 2003 through June 30, 2004 at \$112,320.

On May 17, 2004, the Civil Service Commission established a five (5) year cycle effective July 1, 2004 through June 30, 2009 and set the annual salary for the City and County of San Francisco Board of Supervisors at \$90,000. The Civil Service Commission also acted to increase the salary for each fiscal year, effective July 1, 2005 based on the Consumer Price Index for All Urban Consumers (CPI-U) reported in January of each year and not to exceed 5% and that the salary will not decrease in the event that the CPI-U falls below zero.

The CPI-U reported in January 2007 was 3.2%; therefore, in accordance with the Civil Service Commission action and direction, the annual salary for Member, Board of Supervisors for FY 2007-08, effective July 1, 2007 was \$95,875 ($\$92,902 \times 3.2\%$).

The Civil Service Commission will again set the salary for the Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June 30, 2014.

Civil Service Commission and Merit System Policy and Rules Making Authority

The City and County of San Francisco Charter delineates the responsibilities of the Civil Service Commission and outlines the civil service merit system to include (but not limited to):

- ◆ the authority, purpose, definitions, administration, and organization of the merit system and the Civil Service Commission;
- ◆ the establishment of policies, procedures and Rules governing allegations of discrimination or otherwise prohibited nepotism or favoritism; applications; examinations; eligibility; duration of eligible lists; certification of eligibles; leaves of absence; appointments; promotions; transfers; resignations; lay-offs or reduction in force, both permanent and temporary, due to lack of work or funds, retrenchment or completion of work; the designation and filling of positions, as exempt, temporary, provisional, part-time, seasonal, or permanent; status and status rights; probationary status and the administration of probationary periods except duration; pre-employment and fitness for duty medical examinations, except for the conditions under which referrals for fitness for duty medical examinations will be made, and the imposition of new requirements; classification; conflict of interest; and such other matters not in conflict with this Charter;
- ◆ the ability to inquire into the operation of the civil service merit system to ensure compliance; and,
- ◆ the hearing of appeals from an action of the Human Resources Director or the Director of the Municipal Transportation Agency.

Rules, Policies and Procedures Administration

CIVIL SERVICE COMMISSION RULES

Foremost in the Commission's agenda is to modernize and streamline the Civil Service Commission Rules, to protect the civil service merit system, and to control costs which result from practices which may not be conducive to the efficient operation of a department. The Civil Service Commission recognizes the need to make our workforce more efficient by providing managers with the necessary tools which conform with and anticipate changes in the work environment so as to avoid expending unnecessary personnel time and resources on duplicative or archaic practices.

In its effort to address City departments' need for flexibility in personnel management, the Commission has an on-going process of seeking input from departments and responding to the needs expressed regarding the City's merit system. The Committee on Policy and Rules Revision (COPAR), made up of various departmental representatives, Department of Human Resources representatives and Commission staff convenes regularly to share

concerns, provide advice and address the operation of the merit system. COPAR reviews, evaluates and makes recommendations on needed Rule changes. Commission Rules are evaluated to assure compliance with federal, state and local laws.

Meet and confer sessions are conducted by Commission staff. All Rule changes are posted for ten (10) days prior to adoption by the Civil Service Commission.

POLICIES AND PROCEDURES

Service accessibility and utilization of its services is a priority of the Civil Service Commission. The Commission has made available and expanded its on-line information through the Commission website. Policy and procedures on "Appeals and Requests for Hearings" and "Submission of Written Reports on Appeals" have been updated and available in on-line, electronic and print formats.

Civil Service Commission Rules

CIVIL SERVICE COMMISSION RULES 1996 EDITION

CIVIL SERVICE COMMISSION – YEAR 2000 EDITION RULES

Rule Number and Title		Volume I Miscellaneous Classes	Volume II Uniformed Ranks of the Police Dept.	Volume III Uniformed Ranks of the Fire Dept.	Volume IV Municipal Transportation Agency Service- Critical
Rule 1	Authority and Purpose	Rule 101	Rule 201	Rule 301	Rule 401
Rule 2	Definitions	Rule 102	Rule 202	Rule 302	Rule 402
Rule 3	Equal Employment Opportunity	Rule 103	Rule 203	Rule 303	Rule 403
Rule 4	Administration	Rule 104	Rule 204	Rule 304	Rule 404
Rule 5	Meetings and Hearings of the Commission	Rule 105	Rule 205	Rule 305	Rule 405
Rule 6	TWU Trust Fund	Rule 106	Blank	Blank	Rule 406
Rule 7	Rules Related to the Employer-Employee Relations Ordinance	Rule 107	Rule 207	Rule 307	Rule 407
Rule 8	Blank	Blank	Blank	Blank	Blank
Rule 9	Position Classification	Rule 109	Rule 209	Rule 309	Rule 409
Rule 10	Examination Announcements and Applicants	Rule 110	Rule 210	Rule 310	Rule 410
Rule 11	Examinations	Rule 111	Rule 211	Rule 311	Rule 411
Rule 11A	Position - Based Testing	Rule 111A	Blank	Blank	Blank
Rule 12	Eligible Lists	Rule 112	Rule 212	Rule 312	Rule 412
Rule 13	Certification of Eligibles	Rule 113	Rule 213	Rule 313	Rule 413
Rule 14	Appointments	Rule 114	Rule 214	Rule 314	Rule 414
Rule 15	Rules Related to the Employment of Persons with Disabilities	Rule 115	Rule 215	Rule 315	Rule 415
Rule 16	Medical Examinations	Rule 116	Rule 216	Rule 316	Rule 416
Rule 17	Probationary Period	Rule 117	Rule 217	Rule 317	Rule 417
Rule 18	Conflict of Interest	Rule 118	Rule 218	Rule 318	Rule 418
Rule 19	Resignation	Rule 119	Rule 219	Rule 319	Rule 419
Rule 20	Leaves of Absence	Rule 120	Rule 220	Rule 320	Rule 420
Rule 21	Layoff	Rule 121	Rule 221	Rule 321	Rule 421
Rule 22	Employee Separation Procedures	Rule 122	Rule 222	Rule 322	Rule 422

The Civil Service Commission acted on October 4, 1999 to recodify and reformat the Rules to provide consistent administration, uniformity and easy readability.

An Effective Classification Plan

CLASS CONSOLIDATION PRIORITY

The Civil Service Commission adopted in 1991, a policy directive to reduce the number of City and County classes to 1,000 or fewer by the year 2000. The Commission continues to pursue this goal directing its efforts towards rules, policies and procedures that facilitate classification transactions conducted by the Department of Human Resources. The City now has approximately 1,244 classes, down 856 from over 2,100 in a 1991 peak (a 41% decrease).

PROFESSIONAL-PERSONAL SERVICES CONTRACTS

The Civil Service Commission's review of proposed professional-personal services contracts is consistent with its authority to oversee the merit system. This authority includes that where there is a merit system, services provided to the public use public employees.

The Civil Service Commission also determines whether the circumstance pertaining to the need to provide services in a particular situation (or situations) warrants the use of a professional-personal services contract or contractors in lieu of civil service employees. Professional-personal services contracts include agreements for services paid by the City and County of San Francisco with individuals, companies, corporations, non-profit organizations, and other public agencies. The Commission's role and responsibilities are in accordance with City Attorney opinions and are consistent with the objectives of Proposition L (November 1993) in that it places the Civil Service Commission in a policy making, rather than an administrative role in the selection of individual contractors.

The Commission adopted revised policies and procedures on

Professional-Personal Service Contracts

December 5, 1994, which became effective on January 1, 1995. The revised procedures streamlined and expedited the processing of professional-personal services contracts by eliminating a significant amount of bureaucratic red tape. This was accomplished without loss of the monitoring and auditing of the contracting procedure placed by the Charter in the Commission's jurisdiction.

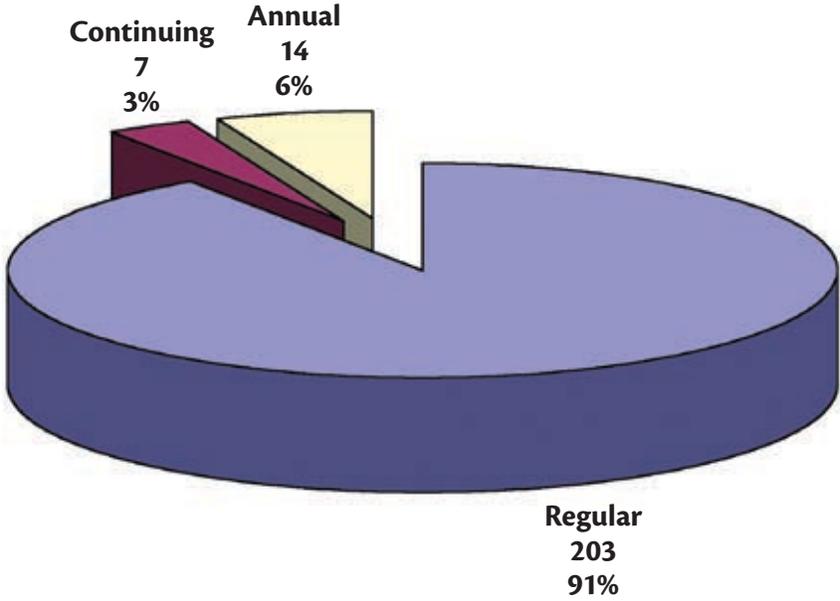
The procedures are periodically reviewed and revised by the Civil Service Commission. Most recent was a memo issued on May 30, 2007, to remind City department heads and staff of long-standing Rules, policies, procedures, and guidelines on personal services contracts. The May 30, 2007 memo also provided clarification by the Commission of procedures for extending amounts and duration of contract approval requests.

Important points in the procedures include:

- ◆ An appeal procedure to insure merit system oversight;
- ◆ A streamlined Civil Service Commission approval process for professional-personal services contracts; the Civil Service Commission reviews proposed professional-personal services contracts greater than \$50,000;
- ◆ A professional-personal services contracts approval option that is consistent with the City and County's budgetary process by providing departments with the ability to include contracted services as part of the departmental budget when being submitted to the Mayor's Office;
- ◆ Modifications in amount and/or duration less than 50% of the original amount or duration approved by the Commission are administratively approved by the Department of Human Resources. Modifications 50% or greater of the original amount and/or duration require Commission approval.

The following chart is a breakdown of the approval types for professional services contracts.

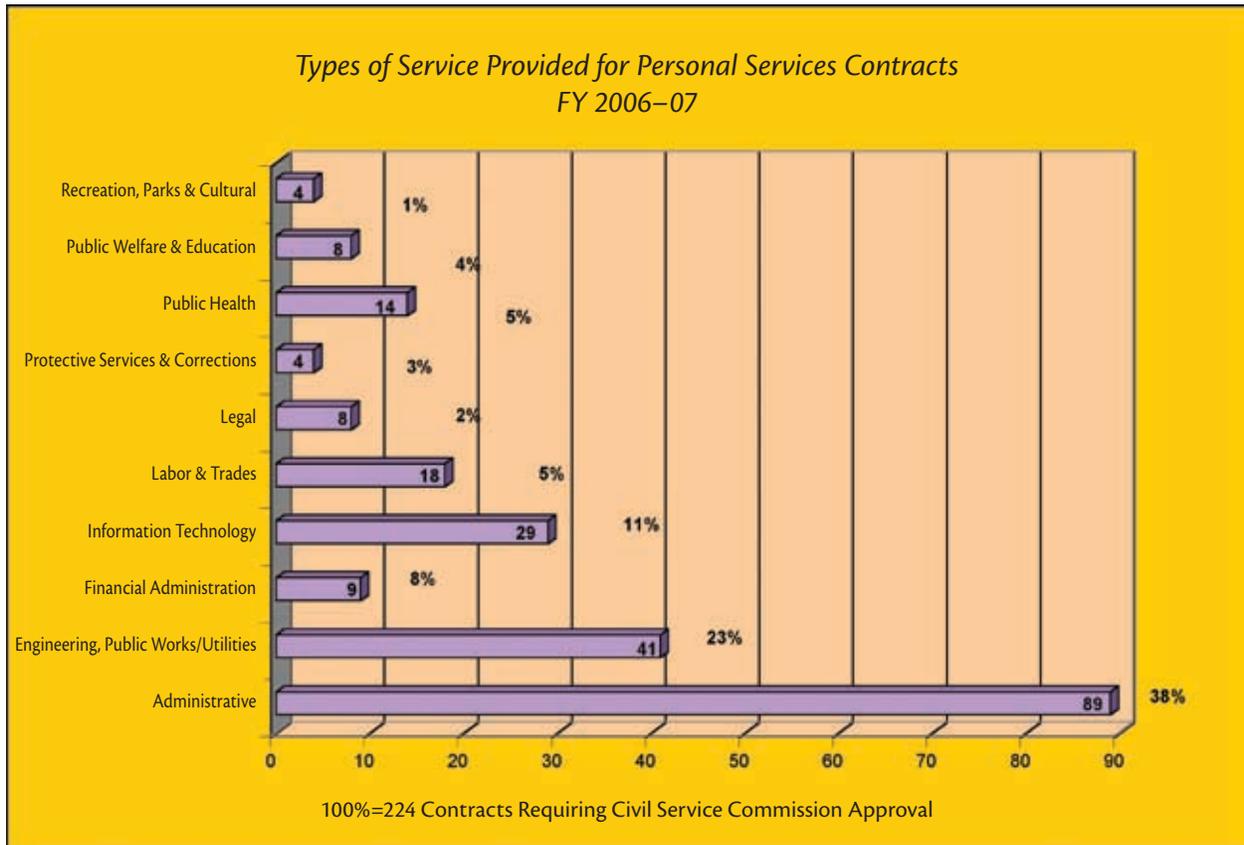
Types of Personal Services Contracts FY 2006-07



100%=224 Contracts Requiring Civil Service Commission Approval

Policies and Procedures on Personal Services Contracts was reissued this fiscal year as a reminder to all City department heads and staff of the long Rules, policies, procedures and guidelines on Personal Services Contracts. The reissued Policies and Procedures included a recent clarification of policy by the Civil Service Commission regarding “amount” and “duration.” The amount posted on the Civil Service Commission Agenda is the amount of the total amount of the multi-year request. The Commission also recognizes that actual contract awards may not occur months or as much as one year after the Commission’s approval. Departments requesting to extend a contract beyond the duration approved by the Commission must return to the Commission for any length of time that is 50% or longer of the original duration approved by the Commission. Extensions less than 50% of time approved by the Commission are to be requested and administratively extended by the Department of Human Resources.

Below is a breakdown of the type of service provided for professional-personal services contracts:



Merit System

Civil service, also known as the merit system, was created to assure that the recruitment and retention of a qualified work force, and, the selection and promotion of employees providing public service and compensated by tax dollars is conducted in a fair and impartial manner and in a competitive fashion.

The demand for accountability, high performance and ethical standards require a visible, objective public personnel process provided by a merit system. This demand for accountability is reflected in the Civil Service Commission Charter mandate to oversee the City's merit system through establishment of Rules, policies and procedures, hearing of appeals, inspection and audit service, training, and reports from the Executive Officer, Human Resources Director and Director of Transportation on the operation of the merit system.

OVERSIGHT THROUGH HEARINGS AND APPEALS

The Charter provides that a major function of the Commission is to consider appeals on merit system and other matters under the jurisdiction of the Civil Service Commission. Consideration of appeals provides a mechanism for the Commission to monitor the status of the merit system.

The Commission also considers requests for hearings on separations and appeals on future employment with the City and County following employee separations from service: provisional, exempt and probationary; automatic resignations due to abandonment of position; terminations of temporary employees appointed from civil service lists; resignations certified as services unsatisfactory; and dismissals of permanent employees.

Appeals before the Commission cover a range of matters under the Commission's jurisdiction. Many are routine and a few are uncommon and unusual.

The Commission had 64 active unresolved appeals at the end of Fiscal Year 2005-06. A total of 88 appeals and requests for hearings were received in the Commission office during Fiscal Year 2006-07. A total of 87 appeals were resolved. Many appeals were successfully resolved administratively and did not require a Civil Service Commission hearing, or, are still pending. The Civil Service Commission heard 45 appeals; 3 appeals were deemed untimely; 33 were administratively resolved; and, 5 were either withdrawn, determined not to be in the Commission's jurisdiction or resolved through other mechanisms.

AUDIT AND INSPECTION SERVICES

The Inspection Service serves as another mechanism for the Civil Service Commission in its role and responsibility to review the operation of the merit system and to respond to merit system issues presented by applicants, employees, employee organization representatives, advocates, and members of the public.

Under its Charter authority, the Civil Service Commission operates the inspection service for the purpose of investigating the conduct or an action of appointees in all positions and of securing records for promotion and other purposes, as well as, ensuring compliance with merit system principles and rules established by the Civil Service Commission. All departments are required to cooperate with the Civil Service Commission and its staff in making its inquiries and investigations.

The Civil Service Commission is further authorized in carrying out its Charter mandate to inquire into the conduct of any department or office of the City and County, and may hold hearings, subpoena witnesses, administer oaths, and compel the production of books, paper, testimony, and other evidence.

An inspection service request may be submitted by applicants, employees, departmental representatives, advocates, employee organization representatives, or a member of the public by letter, telephone, email, or in person. Inspection service requests are also generated by Civil Service Commissioners in response to items heard at Civil Service Commission meetings or other venues.

Inspection Service investigations may include reviewing or auditing departmental records, determining departmental and merit system practices, interviewing relevant parties, reviewing related merit system publications, and applying relevant merit system Rules, policies and procedures.

The investigation may result in counseling on procedures for either the requestor or the department, incorporating information in training workshops on the merit system, publication of the Civil Service Adviser to clarify merit system policies and procedures, or a hearing of the matter at the Civil Service Commission with subsequent remedial action, as appropriate.

Merit System

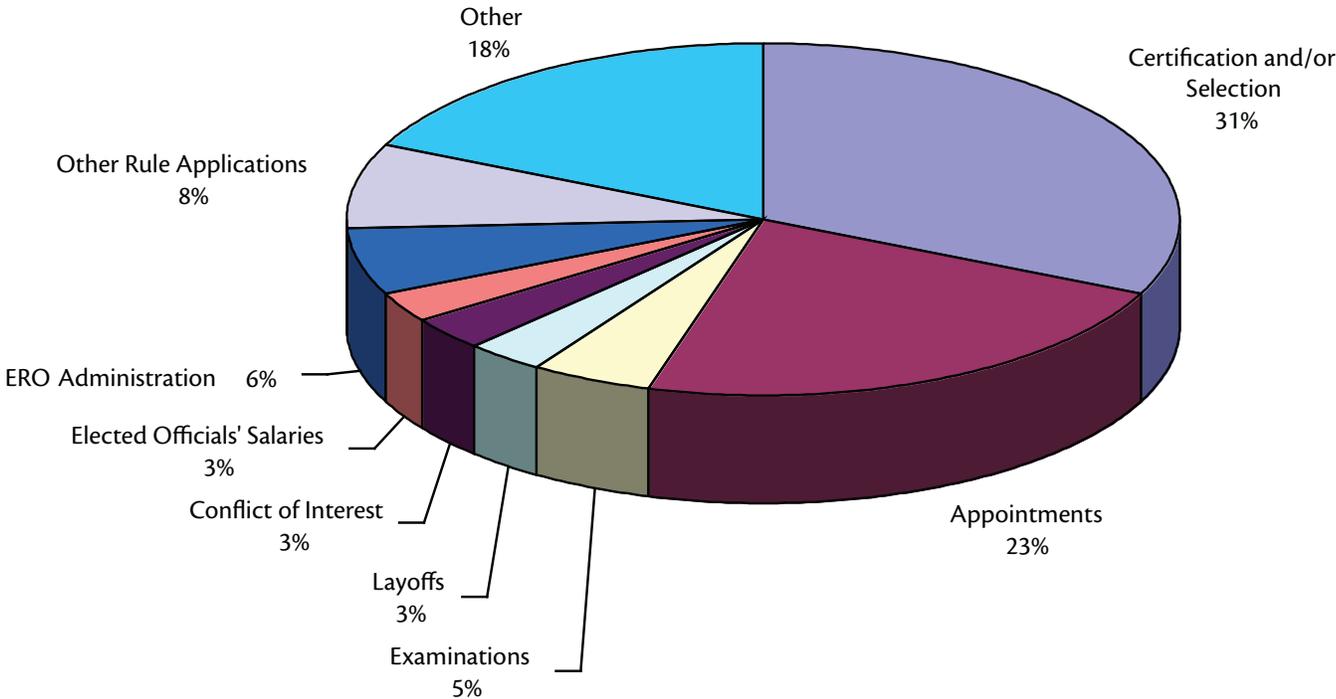
AN EXAMPLE OF AN INSPECTION SERVICE ISSUE:

An employee requests a Civil Service Commission review of the selection process because she has not been appointed to a Plumber position nor has she received any job notifications. By way of background, this person has been employed with the City and County of San Francisco for seven (7) years. Concurrent with her City employment, she completed a Plumber apprenticeship program and obtained all of the required licenses and certifications. She successfully participated in the City's Plumber examination; however, she has been on the eligible list for nearly one (1) year and the eligibles ranked immediately above and below her have been appointed to Plumber positions. She is requesting that the Civil Service Commission department review the selection process because she has not been appointed to a Plumber position nor has she received any job notifications.

CIVIL SERVICE COMMISSION INSPECTION SERVICE REVIEW:

- ◆ Reviews the current job announcement and corresponding eligible list to verify that the employee is on the list;
- ◆ Reviews Civil Service Commission Rule Series 012 - Eligible Lists, Rule Series 013 - Certification of Eligibles; related policies, procedures, publications, practices, and Civil Service Commission actions;
- ◆ Reviews the Citywide certification/referral for positions filled from the current list to determine if selections were made according to the examination's Certification Rule;
- ◆ Contacts the employee to verify their current address and obtain any additional information as necessary;
- ◆ Contacts City departments to determine when referral letters were sent, when interviews were held, and who was interviewed.
- ◆ If the selections are appropriate:
 - Responds to the employee advising her that the appointments were made in accordance with Civil Service Commission Rules;
 - Includes a description and/or illustration of the certification/referral process;
 - Advises the employee that job notifications were sent; however, she didn't receive them because she did not file her new address with the Department of Human Resources;
 - Counsels the employee regarding appropriate address change procedures and provides her with the applicable form.
- ◆ If the selections are inappropriate:
 - Contacts the City Department Head to advise them of the areas requiring correction including scheduling the matter for Civil Service Commission consideration and action if necessary or appropriate;
 - Notifies the employee of the results.

Types of Inspection Services FY 2006-07



Oversight through Reports on the Operation of the Merit System submitted to the Civil Service Commission

Reports on the operation of the merit system are another important component of the Civil Service Commission's role and responsibility to oversee the operation of the merit system.

The Civil Service Commission receives reports from the Human Resources Director and the Director of Transportation/designee for Service-Critical classes at the Municipal Transportation Agency for its consideration and direction.

Reports are submitted to the Civil Service Commission on a variety of merit system benchmarks including: provisional appointments, class consolidation, exempt appointment, workforce analysis, and others.

An annual calendar of reports is established by the Executive Officer at the beginning of each calendar year. The Civil Service Commission may also request additional reports throughout the year as needed. The Annual Planning Calendar is included for reference in this Annual Report.

In addition, the Executive Officer, Civil Service Commission periodically reports to the Commission on the operation of the merit system and regularly reports on the status of its goals and objectives for the year.



Annual Report
Fiscal Year 2006–07

Annual Planning Calendar

Required Civil Service Commission Agenda Items (may not be all inclusive)

Title/Description	Source	Frequency
Provisional Employee Report	DHR/MTA	Semi-annual - Second meeting in February and August
Appointment Exempt from Civil Service under the 1996 Charter Section 10.104 – 1 through 10.104 - 12	DHR	Prior to approval of request & for appointments over 2 %
Appointment Exempt from Civil Service under the 1996 Charter Section 10.104 – 16 through 10.104 - 18	DHR/MTA	Semi-annual - Second meeting in February and August
Salary Survey for Registered Nurse Classifications	DHR	Second meeting in April
Class Consolidation	DHR	Annual Second meeting in August
Survey of monthly rates paid to Police Officer & Firefighters in all cities 350,000 or more in the State of California	DHR	First meeting in August
Equal Employment Opportunity Workforce Analysis	DHR/MTA	Second meeting in August
Annual Report on the Certification of Eligibles – Entry and Promotion-Uniformed Ranks of Police and Fire	Decentralized Personnel Units – SFPD and SFFD	Second meeting in August

Annual Planning Calendar

Required Civil Service Commission Agenda Items (may not be all inclusive)

Title/Description	Source	Frequency
Certification of Prevailing Rate of Wages for Workers 1) performing work under City contracts for public works and improvement; 2) performing work under City contracts for janitorial services; 3) performing work in public off-street parking lots, garages, or storage facilities for automobiles on property owned or leased by the City; 4) engaged in theatrical or technical services for shows on property owned by the City; 5) performing moving services under City contracts at facilities owned or leased by the City; and 6) engaged in the hauling of solid waste generated by the City in the course of City operations, pursuant to a contract with the City	DHR	Second meeting in September
Special Monitor Reports – Inspection Service: Office of the Assessor-Recorder	DHR	Special Report – 2nd Meeting in January
Management Classification and Compensation Program – Status Grant Report	DHR	Semi-annual 2nd Meeting in June and December
Position-Based Testing Program	DHR	Semi-annual 2nd Meeting in February and August

Executive Officer – Retirement and Commendation

Kate Favetti, Executive Officer of the Civil Service Commission, announced her retirement to be effective at the end of Fiscal Year 2006-07. The Civil Service Commission recognized Ms. Favetti's 36 years of service and accomplishments at its Regular meeting on May 21, 2007 and issued this commendation:

Resolution of Commendation to Kate Favetti

Resolution of Commendation to Kate Favetti, Executive Officer, Civil Service Commission, upon her retirement after thirty six years of dedicated service.

WHEREAS, The San Francisco Civil Service Commission recognizes and honors the vital role Kate Favetti has played in the betterment of the civil service merit system in San Francisco in over 36 years of City and County service; and

WHEREAS, Kate Favetti's career is a reflection of the civil service merit system at work, starting with the City and County of San Francisco in May 1971 as a Clerk Typist, working her way to qualify and be appointed in the positions of Senior Clerk-Typist, Management Assistant, Personnel Analyst, Senior Personnel Analyst, Human Resources Manager, Special Assistant, Assistant Executive Officer, Principal Employee Relations Representative, SFGH Human Resources Director, and culminating as a City Department Head for the Civil Service Commission; and

WHEREAS, Kate was appointed Executive Officer, Civil Service Commission in March 1998 and has continually worked to improve the system, to make it work better, more efficiently and more effectively; and

WHEREAS, Among the highlights of her City and County service are:

- Instrumental in providing access, input, transparency and creating a public forum for meaningful public dialog of proposals and policy decisions;
- Key role in fully implementing Inspection services and audits of the application of Rules, policies and procedures on the merit system;
- Developed and established post Consent Decree Rules applicable to the Uniformed Ranks of the Police and Fire Departments, including first Rules on promotions in 20 years!
- Developed and established Rules applicable to the Service-Critical classes at the Municipal Transportation Agency;
- Provided increased flexibility for department heads and managers with streamlined Rules on probationary period, classification, Equal Employment Opportunity, and many others, at the same time maintaining the integrity of the merit system;
- Been pivotal in carrying out the Mission and Vision of the Commission by conducting training programs, outreach activities and publications on the civil service merit system; and

WHEREAS, Kate is a well-known and respected facilitator of the City and County's civil service personnel system. Her extensive knowledge of the legal framework of civil service and her considered judgment have established her as the key resource person to whom so many turn for advice and information on personnel matters; and

WHEREAS, Because of her knowledge coupled with objectivity and integrity, her advice is sought by department heads and managers, employees, union representatives, and members of the Board of Supervisors; and

WHEREAS, Her experience and achievements have earned her the honor and recognition of the International Public Management Association for Human Resources, IPMA-HR Executive Level Certification; and

WHEREAS, Kate has worked tirelessly and prodigiously in the interests of Civil Service and the City as a whole. She has accomplished numerous program efficiencies, reduced costs, and enhanced service delivery to all City departments. She never allowed the complexity or challenges of the system to deter her from accomplishing what needed to be done; and

WHEREAS, Kate is a native and a long-time resident of San Francisco with her husband Ray, sons Tony, Joseph and Dominic and is active in the community;

THEREFORE, BE IT RESOLVED, That the Civil Service Commission takes this opportunity to commend Kate Favetti for her outstanding contribution and dedicated service to the work of the Civil Service Commission and to the betterment of the civil service merit system in the City and County of San Francisco; and

BE IT FURTHER RESOLVED, That the members of the Civil Service Commission do hereby extend to Kate Favetti our heartfelt wish that she may enjoy the fullest measure of good health, prosperity, and happiness in her well deserved retirement, and do hereby adopt this resolution to express to her our highest esteem and sincere appreciation; and do further direct that a suitable copy of this resolution be tendered to her as a token of the high regard in which we hold her.

CIVIL SERVICE COMMISSION

Adopted this 21st day of May 2007.

Employee Relations Ordinance

The Employee Relations Ordinance (ERO) was established in 1973 to promote employee-employer relations and to recognize the right of City and County employees to join employee organizations of their own choice and to be represented by those organizations in their employment relationship with the City and County. This Ordinance is administered through the Civil Service Commission and is part of the Administrative Code that authorizes the Commission to perform functions required for ERO administration.

The Commission is both neutral and impartial in its role of providing a reasonable foundation to resolve labor relation disputes. The ERO promotes communication between the City and its employees and their representative employee organizations. Civil Service Commission Rule 07 Series – Rules Related to the Employee Relations Ordinance, was adopted to provide specific administrative procedures to carry out these functions which were assumed by the Commission in August 1976.

State legislation, SB 739 that took effect on July 1, 2001 impacted the Commission's administration of the City and County of San Francisco's Employee Relations Ordinance. With the implementation of SB 739 which amended the Meyers-Milias-Brown Act (MMBA), the State agency known as the "Public Employment Relations Board" (PERB) was given the authority to administer and decide unfair labor practice charges previously filed and remedied at the local level. PERB is not limited to enforcing local rules regarding Unfair Labor Practices, and, it may look to the MMBA and other State and local laws for guidance. PERB is authorized to enforce local rule regarding representational issues. The City's ERO remains in the City's Administrative Code and is currently reflected in the Civil Service Commission Rules.

The various functions assigned to the Civil Service Commission by the City and County of San Francisco's Employee Relations Ordinance includes, but is not limited to:

UNFAIR LABOR PRACTICE CHARGES

The Employee Relations Ordinance provides for the investigation and resolution of Unfair Labor Practice Charges. An employee or group of employees, an employee organization or management may file charges on the prescribed form (CSC 101) within the specified timeframe. Under the Rules, staff reviews the complaint to determine if it makes a "prima facie" case. If a "prima facie" case is not found, staff dismisses the charge. If there appears to be a "prima facie" case, staff attempts to mediate the dispute between the parties. If the parties do not agree to mediation or attempts are not successful, the charge is referred to an Administrative Law Judge for hearing and final determination.

BARGAINING UNIT ASSIGNMENTS

The Employee Relations Ordinance provides that the Department of Human Resources is responsible for assigning or reassigning classes to bargaining units. The Employee Relations Ordinance permits affected employees or registered employee organizations to file complaints over the allocation of classes to bargaining units. Complaints are filed on the required form (CSC 102) and must be received by the Civil Service Commission no later than twenty (20) calendar days from the date of the original notice from the Department of Human Resources. Staff reviews the complaint to determine if it is timely and contains sufficient information to proceed. The Employee Relations Division Director is informed, and requested to prepare a response to the complaint. If the complaint is not resolved, it is referred to an Administrative Law Judge for hearing.

MANAGEMENT, SUPERVISORY, CONFIDENTIAL DESIGNATIONS

The Employee Relations Division of the Department of Human Resources is responsible for placing Management, Supervisory, or Confidential designations to specific positions after consulting with department heads because of the nature of their functional role within a department. Designation assignments may be protested by filing a complaint by using the prescribed form (CSC 103) with the Civil Service Commission. Staff reviews the complaint, and attempts to mediate the dispute. If mediation is not possible, staff arranges for the issue to be submitted before an Administrative Law Judge for hearing and final determination.

RECOGNITION ELECTIONS: EMPLOYEE ORGANIZATION CERTIFICATION OR DECERTIFICATION

Recognition

A registered employee organization may petition to become the recognized representative for a Bargaining Unit composed of classes with similar duties and responsibilities for employees not represented.

Challenge Petition

Another employee organization submits a valid petition, which affords the employee organization an opportunity to be added to the ballot.

Decertification/Recognition

Concurrent election to unrepresent and elect a new employee organization on the same petition.

Formal recognition of an employee organization entitles it to rights and responsibilities as specified in the ERO. Validity requires a 30% show of interest from all employees in the affected bargaining unit.

State labor law (AB 1281) enacted on October 13, 2001 streamlined recognition procedures for public agencies by allowing a signed petition, authorization cards, or union membership cards showing that a majority of the employees in an appropriate bargaining unit desire the representation unless another labor organization has previously been lawfully recognized as the representative. Disputes, in these cases, are remedied in accordance with the procedures outlined in Government Code Section 3507.1.

AFFILIATION, DISAFFILIATION OR MERGER OF LABOR ORGANIZATIONS

The Civil Service Commission certifies employee organizations when they affiliate, disaffiliate, or merge with other employee organizations. An affiliation is the formal joining or association of an employee organization with another organization. The employee organization remains a legal entity, but its name may change. A disaffiliation is when two (2) employee organizations agree to no longer affiliate. A merger occurs when two (2) or more employee organizations become a single new legal entity. The absorbed union(s) loses recognition for all its recognized bargaining units as recognition is transferred to the newly merged organization.



THE CITY AND COUNTY OF SAN FRANCISCO

Civil Service Commission

IN APPRECIATION

In the course of carrying out our duties, the members and staff of the Civil Service Commission interact with a wide range of people both in and outside of City government. The Commission works closely with the Mayor and other elected officials, employee organizations, departmental management and staff, and community leaders and groups. These people contribute a great deal of effort and support to the Commission and we would like to express our sincere appreciation to all of them.

Thank you!

