

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

AGENDA Regular Meeting February 3, 2014

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SPECIAL MEETING

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

TIFFER C. JOHNSTON
EXECUTIVE OFFICER

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

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

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

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

F. Policy and Procedure on Hearing Items Out of Order

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

G. Procedure for Commission Hearings

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

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

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

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

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

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

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sof@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 3, 2014
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Scott R. Heldfond
Vice President E. Dennis Normandy
Commissioner Douglas S. Chan
Commissioner Kate Favetti
Commissioner Gina M. Roccanova

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of January 6, 2014

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

HUMAN RESOURCES DIRECTOR'S REPORT

(5) Department of Human Resources Report on how the Department of Human Resources Posts Announcements and Recruits. (File No. 0015-14-1) – Action Item

Recommendation: Accept the report.

EXECUTIVE OFFICER'S REPORT

(6) Mid-Year Status Report on Fiscal Year 2013-2014 Service and Performance Goals Covering the Period Ending December 31, 2013. (File No. 0016-14-1) – Action Item

Recommendation: Adopt the report.

(7) **Update on the Fiscal Years 2014-15 and 2015-16 Civil Service Commission Budget Request. (File No. 0335-13-1) – Action Item**

December 16, 2013: Adopted the Report. Directed Commission staff to prepare the Department’s Fiscal Years 2014-15 and 2015-16 Budget Request at anticipated (rather than at current) service and staff levels.
(Vote of 5 to 0)

January 6, 2013: Directed the Executive Officer to: continue to negotiate with the Office of the Mayor and the Controller to ensure that the Commission’s budget sufficiently supports anticipated service and staff levels to continue its Charter mandated functions; finalize the Fiscal Years 2014-16 Budget Request; incorporate changes made by the Commission and submit the Fiscal Years 2014-16 Budget Request to the Controller and the Mayor by February 21, 2014.
(Vote of 5 to 0)

Recommendation: Adopt the Report. Approve the Commission’s FY 2014-16 Budget Request; direct the Executive Officer to submit the Budget Request to the Mayor and Controller by February 21, 2014.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(8) **Review of Request for Approval of Proposed Personal Services Contracts. (File No. 0010-14-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4063-13/14	HUMAN RESOURCES	\$4,000,000	Provide Workers’ Compensation medical bill review, utilization review, and medical case management services on a case-by-case basis for the City & County of San Francisco self-insured Workers’ Compensation program.	Regular	4/30/2018
41779-13/14	AIRPORT COMMISSION	\$1,000,000	Transportation Security Regulations Part 1542.209 requires the Airport and airline operators to check the background of those persons operating in and around the secured areas of the Airport by processing fingerprint based criminal history records checks and security threat assessments. The Transportation Security Administration (TSA) has established Designated Aviation Channeling (DAC) service providers to support this federal regulatory requirement. Only firms that are TSA certified and authorized to operate (ATO) may provide this service.	Regular	6/30/2019

Civil Service Commission Meeting Agenda

Regular Meeting of February 3, 2014

42606-13/14	PUBLIC WORKS	\$5,000,000	The selected consultant ("consultant") will perform a full range of highly specialized services for the Islais Creek Bridge Rehabilitation Project ("Project"). The Project requires specialized engineering and environmental consultants with expertise in complex, major infrastructure projects, particularly seismic retrofit and rehabilitation of bascule bridges over water with a strong environmental/regulatory component. The consultant will perform the work in three phases. Phase 1 consists of a condition survey of the bridge, preliminary engineering, and environmental studies. Phase 2 consists of detailed design and preparation of construction documents. Phase 3 consists of providing engineering support during construction.	Regular	3/31/2019
42862-13/14	PUBLIC WORKS	\$1,600,000	Department of Public Works (DPW) is seeking a team of qualified consultants to provide construction management support services to the City staff to address the specialized expertise and temporary peak workloads during the pre-construction and construction phases services of the new Office of Chief Medical Examiner (OCME) facility. Services include, but are not limited to, budgeting and cost estimating, construction scheduling, constructability reviews, construction administration, and Leadership in Energy & Environmental Design (LEED)/sustainable building construction management.	Regular	12/31/2016
45476-13/14	EMERGENCY MANAGEMENT	\$500,000	Contractor will identify standards and establish benchmarks for effective recovery planning (in the event of a man-made or natural disaster) for the Bay Area Region, which includes twelve counties and the core cities of San Francisco, Oakland, and San Jose. Contractor will perform an analysis of current recovery efforts throughout the Bay Area and identify gaps and needs in recovery planning. Contractor will draft the Continuity of Operations (COOP) and Continuity of Government (COG) plans and develop training, exercise, and evaluation activities needed to strengthen, build on, and improve the Bay Area Region's recovery capabilities.	Regular	12/31/2017
49993-13/14	EMERGENCY MANAGEMENT	\$200,000	Contractor will implement the following enhancements to the Bay Area Urban Areas Security Initiative (UASI) Resource Inventory Project: track the current status of emergency services equipment across county lines so that jurisdictions may easily communicate the current state of equipment for mutual aid during acts of terrorism or other catastrophic events; enhance the capability of the application to be compatible with modern mobile and tablet browsers for use in the field by emergency services workers; enhance the reporting capability to add a functionality to generate reports in the form of heat maps to help visualize the availability and distribution of resources in a given area; support and maintain the application for regional benefit.	Regular	1/31/2016
49011-13/14	MUNICIPAL TRANSPORTATION AGENCY	\$2,700,000	The contractor will provide comprehensive drug and alcohol testing services for taxicab drivers in compliance with the Department of Transportation (DOT) and non-DOT Drug and Alcohol Testing Regulations. The contractor will provide an off-site facility to collect urine and breath samples to conduct pre-employment, post accident, reasonable suspicion, and random testing for taxicab drivers in accordance with Federal and State regulations. California's Government Code section 53075.5 requires a drug and alcohol testing program for taxicab drivers to be substantially consistent with testing requirements of the Federal Code of Regulations, Title 49, Part 40 and Part 382.	Regular	2/28/2017

Civil Service Commission Meeting Agenda

Regular Meeting of February 3, 2014

49198-13/14	POLICE	\$2,000,000	The deoxyribonucleic acid DNA testing that the San Francisco Police Department (SFPD) is requesting for contract consist of extracting and testing samples of (DNA)-containing substances. The substance must be identified, confirmed as a DNA containing substance, extracted and DNA strains and substances. Substances are tested through chemical and scientific processes. The cases that would be sent out for contract are those that current staffing has been unable to address. This will be an interim solution until new staff are recruited and trained.	Regular	4/1/2017
45090-13/14	PUBLIC UTILITIES COMMISSION	\$500,000	The Digital Arts Wall is used to showcase and educate the public on the SFPUCs Water, Power and Sewer systems as well as provide real-time information about building performance relating to energy and water efficiency. This helps fulfill a Leadership Energy Environmental Design (LEED) requirement to incorporate educational components related to sustainability into a LEED certified building. Contractor will provide support and ongoing maintenance of the \$1.2M Digital Arts Wall located at 525 Golden Gate Ave. The Digital Arts Wall consists of (160) Christie Microtiles which provide a seamless digital video canvas with a resolution of 24,000 x 1,800.	Regular	1/6/2017
4045-04/05	PUBLIC HEALTH	Current Approved Amount \$1,300,000 Increase Amount Requested \$2,500,000 New Total Amount Requested \$3,800,000	Contractor will generate highly specialized step-down cost reports to allocate administrative and other costs to revenue-generate units of San Francisco General Hospital, Laguna Honda Hospital, and the Health At Home program. Contractor will work with Federal Intermediaries and State Agencies when reports are audited. Contractor will provide interpretation and analysis of new and proposed Medicare and Medi-cal regulations affecting reimbursement and optimize DPH's revenues and reimbursements within the regulations and instructions of Medicare, Medi-cal and other third party insurers. Contractor will pursue Medicare and Medi-cal appeals, as necessary, related to filed cost reports...including those formed prior to and during the length of this agreement.	Modification	3/31/2019
4063-11/12	PUBLIC WORKS	Current Approved Amount \$1,800,000 Increase Amount Requested \$3,600,000 New Total Amount Requested \$5,400,000	As needed land surveying duties such as a single, 2-person or 3-person crew to assist with topographic, boundary and construction surveys, photogrammetric work, laser 3D scanner field and office assistance and training, Autocad Civil 3D drafting, help with special projects (monumentation, Geographic Information System (GIS) mapping, Global Position Satellite (GPS) network, etc.). Bureau of Street Use and Mapping (BSM) — Surveying Services anticipate awarding up to 12 as-needed contracts, each not to exceed 5 years.	Modification	1/2/2020
4161-08/09	PUBLIC UTILITIES COMMISSION	Current Approved Amount \$5,000,000 Increase Amount Requested \$0.00 New Total Amount Requested \$5,000,000	Contract work consists of engineering design and cost estimates with additional environmental and permitting services for a Newark to San Francisco submarine High Voltage Direct Current (HVDC) power cable. The design work will include substation sites and transmission routes from the existing Newark Substation to a new substation on or near Treasure island with additional possible connections in the Greater Bay Area. The environmental work includes preparation of California Environmental Quality Act (CEQA) documents, environmental background reports and permit applications. Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.	Modification	3/1/2019

Recommendation: Adopt the report. Approve the request for proposed personal services contracts; notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

- (9) **Department of Human Resources' Report on Promotive-Only Examinations.**
(File No. 0338-13-4) – Action Item

Recommendation: Accept the report.

REGULAR AGENDA

- (10) **Request to Grant Permanent Civil Service Status to Ricky Tijani, Temporary Civil Service in Class 0923 Manager II at the Port of San Francisco. (File No. 0012-14-2) – Action Item**

Recommendation: Adopt the report. Grant Permanent Civil Service status in Class 0923 Manager II to Ricky Tijani, upon completion of the prescribed probationary from his PCS appointment date.

- (11) **Request by Marcus Campos for Reconsideration of a Civil Service Commission Action. (File No. 0223-13-7) – Action Item**

Recommendation: Adopt the report. Consider Marcus Campos' request for reconsideration.

- (12) **Appeal by Sonya Knudsen of the Human Resources Director's Decision to Dismiss her EEO File #1371 Due to Insufficient Evidence to Sustain A Complaint of Harassment, Retaliation and Disparate Treatment. (File No. 0343-09-06) – Action Item**

July 18, 2011: Postponed to the meeting of August 15, 2011 at the request of Sonya Knudsen.

August 15, 2011: No action taken.

September 23, 2011: Postponed to the meeting of October 17, 2011, after 5:00 p.m. at the request of SEIU Local 1021.

October 17, 2011: Postponed to the meeting of December 19, 2011 at the request of SEIU Local 1021. Stipulated this will be the last continuance granted. (Vote of 3 to 0)

December 19, 2011: Adopt the report. Sustain the decision of the Human Resources Director; Deny the appeal by Sonya Knudsen. (Vote of 1 to 2; Commissioners Normandy and Jung dissented.) Continued to a meeting when there is a full Commission seated. (Three (3) votes are needed for Commission action.)

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; Deny the appeal by Sonya Knudsen.

- (13) **Appeal by Sonia Knudsen of the Human Resources Director's Decision to dismiss her EEO File # 1618 Due to Insufficient Evidence to Sustain the Charges of Discrimination. (File No. 0254-13-6) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; Deny the appeal by Sonya Knudsen.

SPECIAL ORDER OF BUSINESS - 5:00 P.M.

- (14) **Review of the Class 2903 Eligibility Worker Issues Raised at the Civil Service Commission Meeting of February 4, 2013. (File No. 0013-14-1) – Possible Action Item**

February 4, 2013: The Commission directed the Executive Officer and the Human Resources Director to meet with SEIU Local 1021 to discuss the classification concerns that were raised and to provide a report clarifying the issues and identifying the avenues of resolution within the jurisdiction of the Civil Service Commission by April 2013.

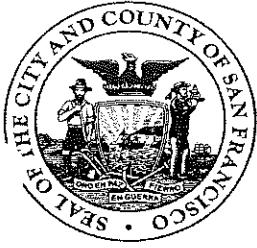
Recommendation: Adopt the report.

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

- (16) **ADJOURNMENT**

CALL TO ORDER
&
ROLL CALL

**REQUESTS TO SPEAK
ON ITEMS WITHIN THE JURISDICTION
OF THE CIVIL SERVICE COMMISSION
BUT NOT ON TODAY'S AGENDA**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES
Regular Meeting
January 6, 2014

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

IFER C. JOHNSTON
EXECUTIVE OFFICER

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Scott R. Heldfond	Present
Vice President E. Dennis Normandy	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Gina M. Roccanova	Present

President Scott R. Heldfond presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

Marcus Campos indicated that he had missed the hearing on his appeal at the Civil Service Commission meeting of December 16, 2013 because the meeting notice was routed to his email spam account; therefore, he requested another opportunity to have his appeal heard. Commissioner Favetti advised Mr. Campos to work with the Executive Officer to review possible reconsideration procedures.

Gabriela Cardona indicated that she had been released from probation fourteen days after her placement off of the Redevelopment-Only Priority Eligible List into a lower-level, lower-paying classification at the Department of Public Works. She therefore requested to be placed back on the Redevelopment-Only Priority Eligible List.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of December 16, 2013

Action: Adopted the minutes. (Vote 5 of 0)

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 3

ANNOUNCEMENTS (Item No. 4)

Jennifer Johnston, Executive Officer, noted that the appellant on Agenda Item #12 (Paul Haynes) had requested a postponement, but that she wished to address the matter at the time that item is called.

HUMAN RESOURCES DIRECTOR’S REPORT (Item No. 5)

Micki Callahan, Human Resources Director, thanked those individuals who successfully completed the City’s mandatory sexual harassment prevention training, and noted that the training had received positive reviews. Ms. Callahan reported that continuous testing for Police Officer started in November, that the Department of Human Resources (DHR) had received several thousand applications, and that the applicant pool is diverse. She also reported that DHR has tested over 800 applicants thus far, and that DHR conducted a preliminary review and confirmed that there appears to be no adverse impact on the exam against any group. Additionally, DHR has received 20 requests for a fee waiver and no one was rejected who provided supporting documentation of some kind. Ms. Callahan concluded by indicating that DHR will report once more data is available.

EXECUTIVE OFFICER’S REPORT

0335-13-1 Update on the Fiscal Years 2014-15 and 2015-16 Civil Service Commission Budget Request. (Item No. 6)

December 16, 2013: Adopted the Report. Directed Commission staff to prepare the Department’s Fiscal Years 2014-15 and 2015-16 Budget Request at anticipated (rather than at current) service and staff levels.
(Vote of 5 to 0)

Speakers: Sandra Eng, Assistant Executive Officer

Action: Directed the Executive Officer to: continue to negotiate with the Office of the Mayor and the Controller to ensure that the Commission’s budget sufficiently supports anticipated service and staff levels to continue its Charter mandated functions; finalize the Fiscal Years 2014-16 Budget Request; incorporate changes made by the Commission and submit the Fiscal Years 2014-16 Budget Request to the Controller and the Mayor by February 21, 2014.
(Vote of 5 to 0)

0339-13-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40973-13/14	Public Utilities Commission	\$320,000	Contractor will upgrade SFPUC’s existing retail electric billing system from Utility Star Platinum (USP) to Utility Star Enterprise (USE) version and expand its functionality to include billing of water, wastewater, gas, steam services in addition to electric services.	Regular	6/30/2016

4062-13/14	General Services Agency	\$80,000,000	As-needed, project specific services for a variety of highly specialized information technology (IT) projects. Services will include business analysis, system design, programming, design, configuration and training, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology equipment.	Regular	12/31/2018
4024-12/13	City Planning	Current Approved Amount \$1,800,000 Increase Amount Requested \$700,000 New Total Amount Requested \$2,500,000	The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management and successful completion of environmental analysis, including an environmental impact report ("EIR") and transportation impact study ("TIS") and possibly other technical documentation for the Central Corridor Plan.	Modification	12/31/2015
4046-10/11	Public Works	Current Approved Amount \$4,200,000 Increase Amount Requested \$3,000,000 New Total Amount Requested \$7,200,000	The Consultant will provide as-needed hazardous materials surveys and work plans, third-party oversight, and industrial hygiene services on City projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco. Services may also involve air and noise monitoring. DPW intends to award five (5) Master Agreements, each not-to-exceed \$600,000 for these as-needed services.	Modification	10/2/2019
4098-10/11	Airport Commission	Current Approved Amount \$13,000,000 Increase Amount Requested \$9,500,000 New Total Amount Requested \$22,500,000	Early in the planning for the SFO RSA Program ("the Program"), staff underestimated the work and believed the work required by the Program could be accomplished with minimal outside assistance. Now that the environmental assessment process is completed and the project became better defined and Federal Aviation Administration's (FAA) has added additional tasks to the Program, staff recognizes that the demands have increased not only in the amount of work required, but also in its complexity. The Airport is seeking increased technical expertise and support from the consultants to complete the design and increase construction management support services of the Program to support the Airport staff. See attached document.	Modification	6/30/2016
4119-09/10	Public Health	Current Approved Amount \$9,500,000 Increase Amount Requested \$6,720,000 New Total Amount Requested \$16,220,000	The contractor will operate a highly specialized uncompensated care recovery program, enhancing Medi-Cal and other third party payer revenues. Under this program, the contractor assists the Department to help San Francisco General Hospital (SFGH) patients to become eligible for Medi-Cal, therefore substantially increasing Department revenues. The population addressed is patients who the Department is not able to assist with eligibility through its regular procedures due to substance abuse, mental illness, homelessness, or other difficult-to-resolve situations. The contractor becomes the patient's authorized representative to aid and facilitate Medi-Cal eligibility and approval and appears on behalf of the patient at fair hearings and appeals, as necessary.	Modification	12/31/2018

Speakers:

Brook Mebrahtu, Department of Public Works, spoke on PSC #42392-13/14.

Pauline Marks, Office of the Treasurer & Tax Collector, spoke on PSC numbers 40044-13/14 and 48592-13/14.

Joan Lubamersky, Office of the City Administrator, and Patrick Rice, Office of Contract Administration, spoke on PSC #4062-13/14.

Jacquie Hale and Diana Guevara, Department of Public Health spoke on PSC #4119-09/10.

Action:

- 1) Approved PSC #40044-13/14, with the condition that the Office of the Treasure & Tax Collector provides an update three (3) years after the contract is executed, on the status of its ability to bring the work in-house. (Vote of 5 to 0)

0342-13-8 Review of Request for Approval of Proposed Personal Services Contract Number 4057-13/14 from the Health Services System. (Item No.9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4057-13/14	Health Service System	\$2,250,000	As recommended by the San Francisco Board of Supervisors Budget Analyst, the Health Service System needs to develop centrally coordinated health promotion programs for employees and retirees. Health insurance for nearly 110,000 employees, retirees and their families costs over \$750 million annually. During 2013 rates and benefits negotiations, The Board of Supervisors and City labor leaders expressed a strong commitment to employee and retiree health and wellness programs as an integral part of a cost containment strategy. This includes building online tools to advance decision support and patient education, expanding in person outreach at events across departments, and promoting high levels of participation in preventive and condition management programs.	Regular	6/30/2018

December 16, 2013: Postponed PSC #4057-13/14 to the meeting of January 6, 2014 so that the Health Service System can obtain clarification as to the legal advice the department received from the Deputy City Attorney. (Vote of 5 to 0)

Speakers: Pamela Levin, San Francisco Health Service System
Paul Zarefsky, City Attorney's Office

Recommendation: Adopted the report; Approved the request for PSC #4057-13/14, with the proviso that the Civil Service Commission action will not interfere with the jurisdiction or fiduciary duties of the Health Service Board, and that the two Commissions work together to define each other's role at in the future. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0343-13-8 Review of Request for Approval of Proposed Personal Services Contract Number 4103-09/10 from the San Francisco Police Department. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4103-09/10	Police	Current Approved Amount \$210,000 Increase Amount Requested \$34,000 New Total Amount Requested \$244,000	To provide Court Reporting Services and Transcription as needed for Disciplinary Hearings and Police Commission Meetings, along with the transcription of tapes from interviews done with the Police Departments Management Control Division and other investigative units within the Police Department.	Modification	6/30/2016

December 16, 2013: Postponed PSC #4103-09/10 to the meeting of January 6, 2014 so that the San Francisco Police Department can notify SEIU, Local 1021. (Vote of 5 to 0)

Speakers: Joseph Valdez, San Francisco Police Department

- Action:**
- 1) Denied Paul Haynes' request for postponement. (Vote of 5 to 0)
 - 2) Adopted the report. Sustained the decision of the Human Resources Director; denied the appeal by Paul Haynes. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

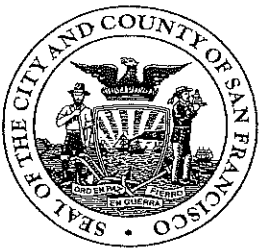
Commissioner Roccanova requested the Department of Human Resources and Civil Service Commission staff to follow up with Gabriela Cardona on her request to be placed back on the Priority Eligible List, and to provide the Commission with a report on the status of Ms. Cardona's request. Commissioner Favetti also requested the Executive Officer to work with Marcos Campos on his request for reconsideration.

ADJOURNMENT (Item No. 14)

3:25 p.m.

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____ - _____ - _____
2. For Civil Service Commission Meeting of: February 3, 2014
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda
 Human Resources Director's Report X
4. Subject: Department of Human Resources "New This Week" webpage
5. Recommendation: Accept the report
6. Report prepared by: Donna L. Kotake Telephone number: 415 557-4912
7. Notifications: (Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).
8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director: *W. A. Code*

Date: 1/28/14
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

<u>CSC RECEIPT STAMP</u>



TO: Civil Service Commission

FROM: Micki Callahan, Human Resources Director

DATE: January 28, 2014

SUBJECT: Department of Human Resources - "New This Week" webpage

At the November 18, 2013 Civil Service Commission meeting, Commissioner Favetti requested information on how the Department of Human Resources (DHR) posts and distributes exam announcements and eligible lists, and how it recruits to increase diversity.

DHR developed a new webpage titled "New This Week" in order to provide an easy access for job seekers to find the following information:

Job Opportunities opened in the past week - this will allow job seekers to view the new announcements only; and

New Eligible List postings - this will allow job seekers to view the newly posted eligible lists.

Also on this webpage will be a link to the Citywide Classification Based Examination Plan, which will allow job seekers to see when a citywide examination is tentatively scheduled. This plan is updated on a weekly basis.

Attached are screen shots of the "New This Week" webpage and the linked webpages described above.

"New This Week" is scheduled to go live on February 1, 2014.

In This Section:[Mission Statement](#)[DHR Organizational Structure](#)[The People of DHR](#)[DHR Reports](#)[DHR Statement of Incompatible Activities](#)[Extra Pages](#)[Public Posting of Pending Actions](#)[Department Highlights](#)[Public Posting of Actions - DRAFT, DO NOT USE -](#)[New This Week](#)[Home](#) > [About DHR](#) > [New This Week](#)TEXT  FONT SIZE   

New This Week

- Click [HERE](#) to view all job opportunities opened in the past week
- Click [HERE](#) to view eligible list postings

Updated This Week

- [Citywide Classification Based Examination Plan for Fiscal Year 2013/14](#)

Master Application
Update at any time

Keep updated for copying

[View all job postings.](#)

Permanent Jobs					
1823 Senior Administrative Analyst (Office of Early Care and Education) NEW PBT-1823-062334	Human Services Agency	\$80,262.00 - \$97,552.00/year	Wednesday, February 5, 2014 5:00 PM	Status	
1824 Financial Analyst and Reporting Supervisor NEW PBT-1824-062737	Public Utilities Commission	\$92,924.00 - \$112,918.00/year	Thursday, February 6, 2014 11:59 PM	Status	
2233 Supervising Physician Specialist NEW CBT-2233-900227	Public Health	\$162,760.00 - \$227,370.00/year	Continuous	Status	
2320 Registered Nurse (Perioperative) NEW CBT-2320-DPH019	Public Health	\$50.19 - \$65.94/hour; \$8,699.00 - \$11,429.00/month; \$104,390.00 - \$137,150.00/year	Friday, February 7, 2014 5:00 PM	Status	
2430 Medical Evaluations Assistant NEW CBT-2430-900024	Public Health	\$49,374.00 - \$60,034.00/year	Friday, February 7, 2014 5:00 PM	Status	
7252 Chief Stationary Engineer, Sewage Plant NEW CBT-7252-060690	Public Utilities Commission	\$107,302.00 - \$107,302.00/year	Wednesday, February 5, 2014 11:59 PM	Status	
7373 Senior Stationary Engineer, Sewage Plant NEW CBT-7373-059925	Public Utilities Commission	\$95,758.00 - \$95,758.00/year	Wednesday, February 5, 2014 11:59 PM	Status	
8603 Emergency Services Coord III NEW PBT-8603-062717	Department of Emergency Management	\$83,408.00 - \$101,374.00/year	Friday, February 7, 2014 4:00 PM	Status	
Senior Administrative Analyst NEW PBT-1823-062652	Economic and Workforce Development	\$38.59 - \$46.90/hour; \$6,689.00 - \$8,129.00/month; \$80,262.00 - \$97,552.00/year	Saturday, February 8, 2014 11:59 PM	Status	
Senior Administrative Analyst NEW PBT-1823-062653	Economic and Workforce Development	\$38.59 - \$46.90/hour; \$6,689.00 - \$8,129.00/month; \$80,262.00 - \$97,552.00/year	Saturday, February 8, 2014 11:59 PM	Status	

Eligible List Postings

The following Tentative Eligible Lists are being posted in accordance with Civil Service Rules 112, 212, 312 and 412. The names of candidates passing all phases of an examination are placed on the eligible list in the order of total scores; candidates who have tied scores are listed in alphabetical order.

The tentative eligible list is posted for public inspection for a minimum of three to five business days as determined by the Civil Service Rules. During the period of public posting, members of the public – including the candidates who participated in the examination – may submit a protest. Protests must be filed with the Department of Human Resources during the inspection period. If no appeals are received during the posting period, the eligible list shall be automatically adopted. For additional information on matters that may be protested, please refer to the applicable Civil Service Rule cited above.

The Human Resources Director will review and resolve all timely protests filed during this posting period. The decision of the Human Resources Director is final.

Current Week

January 27, 2014

To view a specific list, please click on a class number below.

Monday Tuesday Wednesday Thursday Friday

0923				
1095				
5293				
7235				
8118				

[Archive of Past Eligible List Postings](#)

[SFGOV](#) | [Residents](#) | [Business](#) | [Government](#) | [Visitors](#) | [OnlineServices](#) | [Help](#)

Citywide Classification Based Examination Plan for Fiscal Year 2013/14

[Sorted by Classification Code and Title-1/22/14](#)

[Sorted by Department Responsibility-1/22/14](#)

[Sorted by Target Announcement Issuance-1/22/14](#)

NOTE: The target announcement issuance dates on these examination plans are tentative and are subject to change.

[Contact SFGov](#) | [Accessibility](#) | [Policies](#)

City and County of San Francisco ©2000-2014



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES – RECRUITMENT AND SELECTION SERVICES
CLASSIFICATION-BASED EXAMINATION PLAN FOR FISCAL YEAR 2013/2014
 (SORTED BY CLASSIFICATION CODE AND TITLE)

CLASS NO.	CLASS TITLE	DEPARTMENT RESPONSIBILITY ANNOUNCEMENT ISSUANCE / TEST ADMINISTRATION	UNION	TARGET ANNOUNCEMENT ISSUANCE				
				IN-PROGRESS <small>(announcement posted prior to 7/1/13 and eligible list will be established soon)</small>	1ST QUARTER <small>(July 1 - September 30, 2013)</small>	2ND QUARTER <small>(October 1 - December 30, 2013)</small>	3RD QUARTER <small>(January 1 - March 31, 2014)</small>	4TH QUARTER <small>(April 1 - June 30, 2014)</small>
1202	PERSONNEL CLERK	DEPARTMENT OF HUMAN RESOURCES	L1021		√			
1204	SENIOR PERSONNEL CLERK	DEPARTMENT OF HUMAN RESOURCES	L1021		√			
1220	PAYROLL CLERK	DEPARTMENT OF HUMAN RESOURCES	L1021		√			
1222	SENIOR PAYROLL & PERSONNEL CLERK	DEPARTMENT OF HUMAN RESOURCES	L1021		√			
1224	PRINCIPAL PAYROLL AND PERSONNEL CLERK	DEPARTMENT OF HUMAN RESOURCES	L1021		√			
1314	PUBLIC RELATIONS OFFICER	MUNICIPAL TRANSPORTATION AGENCY	L21				√	
1402	JUNIOR CLERK	DEPARTMENT OF HUMAN RESOURCES	L1021		√			
1404	CLERK	AIRPORT COMMISSION/DEPARTMENT OF HUMAN RESOURCES	L1021		√			
1406	SENIOR CLERK	AIRPORT COMMISSION/DEPARTMENT OF HUMAN RESOURCES	L1021		√			
1408	PRINCIPAL CLERK	DEPARTMENT OF HUMAN RESOURCES	L1021			√		
1410	CHIEF CLERK	DEPARTMENT OF HUMAN RESOURCES	L1021			√		
1452	EXECUTIVE SECRETARY II	AIRPORT COMMISSION	L1021		√			
1458	LEGAL SECRETARY I	DEPARTMENT OF HUMAN RESOURCES	L1021				√	
1478	SENIOR WATER SERVICES CLERK	PUBLIC UTILITIES COMMISSION	L1021				√	
1654	ACCOUNTANT III - CONTINUOUS EXAM PROCESS	CONTROLLER'S OFFICE	L21			√		√
1657	ACCOUNTANT IV - CONTINUOUS EXAM PROCESS	CONTROLLER'S OFFICE	L21			√		√
1684	AUDITOR II	CONTROLLER'S OFFICE	L21			√		
1686	AUDITOR III	CONTROLLER'S OFFICE	L21			√		
1704	COMMUNICATIONS DISPATCHER I	DEPARTMENT OF HUMAN RESOURCES	L1021			√		
1705	COMMUNICATIONS DISPATCHER II	DEPARTMENT OF HUMAN RESOURCES	L1021			√		
1803	PERFORMANCE ANALYST I	CONTROLLER'S OFFICE	L21					√
1805	PERFORMANCE ANALYST II	CONTROLLER'S OFFICE	L21		√			√
1840	JUNIOR MANAGEMENT ASSISTANT	DEPARTMENT OF HUMAN RESOURCES	L1021		√			
1842	MANAGEMENT ASSISTANT	DEPARTMENT OF HUMAN RESOURCES	L1021		√			
1867	AUDITOR I	CONTROLLER'S OFFICE	L21					√
1929	PARTS STOREKEEPER	MUNICIPAL TRANSPORTATION AGENCY	L1021		√			
1935	PRINCIPAL PARTS STOREKEEPER	MUNICIPAL TRANSPORTATION AGENCY	L1021				√	
1937	SUPERVISING PARTS STOREKEEPER	MUNICIPAL TRANSPORTATION AGENCY	L1021		√			
1942	ASST. MATERIALS COORDINATOR	MUNICIPAL TRANSPORTATION AGENCY	UNREP					√
1950	ASSISTANT PURCHASER	DEPARTMENT OF HUMAN RESOURCES	L21				√	
2105	PATIENT SERVICES FINANCE TECHNICIAN	DEPARTMENT OF PUBLIC HEALTH	L1021					√
2110	MEDICAL RECORDS CLERK	DEPARTMENT OF PUBLIC HEALTH	L1021					√
2112	MEDICAL RECORDS TECHNICIAN	DEPARTMENT OF PUBLIC HEALTH	L1021					√
2303	PATIENT CARE ASSISTANT	DEPARTMENT OF PUBLIC HEALTH	L1021		√			
2323	CLINICAL NURSE SPECIALIST - CRITICAL CARE	DEPARTMENT OF PUBLIC HEALTH	L1021					√
2324	NURSING SUPERVISOR - (MULTIPLE SPECIALTIES)	DEPARTMENT OF PUBLIC HEALTH	L856			√		

NOTE: The above target announcement issuance dates are tentative and are subject to change. If you have any questions, please contact the department responsible for the recruitment as indicated above.

UPDATED: 1/22/14



CITY AND COUNTY OF SAN FRANCISCO
 DEPARTMENT OF HUMAN RESOURCES - RECRUITMENT AND SELECTION SERVICES
 CLASSIFICATION-BASED EXAMINATION PLAN FOR FISCAL YEAR 2013/2014
 (SORTED BY CLASSIFICATION CODE AND TITLED)

CLASS NO.	CLASS TITLE	DEPARTMENT RESPONSIBILITY ANNOUNCEMENT ISSUANCE / TEST ADMINISTRATION	UNION	TARGET ANNOUNCEMENT ISSUANCE				
				IN-PROGRESS <small>(announcement posted prior to 7/1/13 and sig file has not been established since)</small>	1ST QUARTER <small>(July 1 - September 30, 2013)</small>	2ND QUARTER <small>(October 1 - December 30, 2013)</small>	3RD QUARTER <small>(January 1 - March 31, 2014)</small>	4TH QUARTER <small>(April 1 - June 30, 2014)</small>
2390	CENTRAL PROCESSING AND DISTRIBUTION TECHNICIAN	DEPARTMENT OF PUBLIC HEALTH	L1021	√				
2430	MEDICAL EVALUATIONS ASSISTANT	DEPARTMENT OF PUBLIC HEALTH	L1021			√		
2454	CLINICAL PHARMACIST	DEPARTMENT OF PUBLIC HEALTH	L1021		√			
2467	DIAGNOSTIC IMAGING TECHNOLOGIST I	DEPARTMENT OF PUBLIC HEALTH	L1021		√			
2468	DIAGNOSTIC IMAGING TECHNOLOGIST II	DEPARTMENT OF PUBLIC HEALTH	L1021		√			
2481	WATER QUALITY TECHNICIAN I/II	AIRPORT COMMISSION	L21		√			
2483	BIOLOGIST I/II	PUBLIC UTILITIES COMMISSION	L21		√			
2486	CHEMIST I/II	PUBLIC UTILITIES COMMISSION	L21				√	
2574	CLINICAL PSYCHOLOGIST	DEPARTMENT OF PUBLIC HEALTH	L1021				√	
2589	HEALTH PROGRAM COORDINATOR I	DEPARTMENT OF PUBLIC HEALTH	L21		√			
2591	HEALTH PROGRAM COORDINATOR II	DEPARTMENT OF PUBLIC HEALTH	L21			√		
2593	HEALTH PROGRAM COORDINATOR III	DEPARTMENT OF PUBLIC HEALTH	L21			√		
2604	FOOD SERVICE WORKER	DEPARTMENT OF PUBLIC HEALTH	L1021				√	
2622	DIETETIC TECHNICIAN	DEPARTMENT OF PUBLIC HEALTH	L1021		√			
2624	DIETITIAN	DEPARTMENT OF PUBLIC HEALTH	L1021			√		
2654	COOK	DEPARTMENT OF HUMAN RESOURCES	L1021		√			
2708	CUSTODIAN	AIRPORT COMMISSION/DEPARTMENT OF HUMAN RESOURCES	L1021			√		
2716	CUSTODIAL SUPERVISOR ASSISTANT	AIRPORT COMMISSION	L1021	√				
2718	CUSTODIAL SUPERVISOR	AIRPORT COMMISSION	L1021				√	
2738	PORTER ASSISTANT SUPERVISOR	DEPARTMENT OF PUBLIC HEALTH	L1021				√	
2802	EPIDEMIOLOGIST I	DEPARTMENT OF PUBLIC HEALTH	L21			√		
2803	EPIDEMIOLOGIST II	DEPARTMENT OF PUBLIC HEALTH	L21			√		
2819	ASSISTANT HEALTH EDUCATOR	DEPARTMENT OF PUBLIC HEALTH	L21			√		
2822	HEALTH EDUCATOR	DEPARTMENT OF PUBLIC HEALTH	L21				√	
2846	NUTRITIONIST	DEPARTMENT OF PUBLIC HEALTH	L21		√			
2907	ELIGIBILITY WORKER SUPERVISOR	HUMAN SERVICES AGENCY	L1021		√			
2908	HOSPITAL ELIGIBILITY WORKER	DEPARTMENT OF PUBLIC HEALTH	L1021					√
2910	SOCIAL WORKER	HUMAN SERVICES AGENCY	L1021		√			
2913	PROGRAM SPECIALIST	HUMAN SERVICES AGENCY	L1021		√			
2919	CHILD CARE SPECIALIST	HUMAN SERVICES AGENCY	L1021					√
2930	PSYCHIATRIC SOCIAL WORKER	DEPARTMENT OF PUBLIC HEALTH	L1021			√		
2931	MARRIAGE, FAMILY & CHILD COUNSELOR	DEPARTMENT OF PUBLIC HEALTH	L1021			√		
2932	SENIOR PSYCHIATRIC SOCIAL WORKER	DEPARTMENT OF PUBLIC HEALTH	L1021			√		
2940	PROTECTIVE SERVICES WORKER - FAMILY AND CHILDREN'S SERVICES	HUMAN SERVICES AGENCY	L1021		√			

NOTE: The above target announcement issuance dates are tentative and are subject to change. If you have any questions, please contact the department responsible for the recruitment as indicated above.

UPDATED: 1/22/14



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES - RECRUITMENT AND SELECTION SERVICES
CLASSIFICATION-BASED EXAMINATION PLAN FOR FISCAL YEAR 2013/2014
 (SORTED BY CLASSIFICATION CODE AND TITLE)

CLASS	CLASS TITLE	DEPARTMENT RESPONSIBILITY ANNOUNCEMENT ISSUANCE / TEST ADMINISTRATION	UNION	TARGET ANNOUNCEMENT ISSUANCE				
				IN-PROGRESS <small>(announcement posted prior to 7/1/13 and eligible for suit be established soon)</small>	1ST QUARTER <small>(July 1 - September 30, 2013)</small>	2ND QUARTER <small>(October 1 - December 30, 2013)</small>	3RD QUARTER <small>(January 1 - March 31, 2014)</small>	4TH QUARTER <small>(April 1 - June 30, 2014)</small>
2940	PROTECTIVE SERVICES WORKER - ADULT PROTECTIVE SERVICES	HUMAN SERVICES AGENCY	L1021			√		
2944	PROTECTIVE SERVICES SUPERVISOR	HUMAN SERVICES AGENCY	L1021				√	
2978	CONTRACT COMPLIANCE OFFICER II	GENERAL SERVICES AGENCY	L21		√			
2992	CONTRACT COMPLIANCE OFFICER I	GENERAL SERVICES AGENCY	L21				√	
3302	ADMISSION ATTENDANT	DEPARTMENT OF HUMAN RESOURCES	L1021	√				
3417	GARDENER - [ALL CITY DEPARTMENTS EXCEPT RECREATION & PARKS]	AIRPORT COMMISSION	L261	√				
3417	GARDENER - CONTINUOUS EXAM PROCESS - [RECREATION & PARKS DEPARTMENT ONLY]	RECREATION AND PARKS DEPARTMENT	L261				√	
3422	PARK SECTION SUPERVISOR	AIRPORT COMMISSION	L261	√				
3434	ARBORIST TECHNICIAN	DEPARTMENT OF HUMAN RESOURCES	L261					√
3602	LIBRARY PAGE	DEPARTMENT OF HUMAN RESOURCES	L1021		√			
3610	LIBRARY ASSISTANT	DEPARTMENT OF HUMAN RESOURCES	L1021	√				
3616	LIBRARY TECHNICAL ASSISTANT I	DEPARTMENT OF HUMAN RESOURCES	L1021		√			
3618	LIBRARY TECHNICAL ASSISTANT II	DEPARTMENT OF HUMAN RESOURCES	L1021		√			
3630	LIBRARIAN I - CONTINUOUS EXAM PROCESS	DEPARTMENT OF HUMAN RESOURCES	L1021		√	√	√	
4220	PERSONAL PROPERTY AUDITOR	DEPARTMENT OF HUMAN RESOURCES	L21				√	
4230	ESTATE INVESTIGATOR	HUMAN SERVICES AGENCY	L21			√		
4320	CASHIER I	DEPARTMENT OF HUMAN RESOURCES	L1021	√				
4321	CASHIER II	DEPARTMENT OF HUMAN RESOURCES	L1021	√				
5201	JUNIOR ENGINEER - CONTINUOUS EXAM PROCESS - [CIVIL/ELECTRICAL/MECHANICAL/SANITARY/TRANSPORTATION]	DEPARTMENT OF HUMAN RESOURCES	L21	√	√	√	√	√
5203	ASSISTANT ENGINEER - CONTINUOUS EXAM PROCESS - [CIVIL/ELECTRICAL/MECHANICAL/SANITARY/TRANSPORTATION]	DEPARTMENT OF HUMAN RESOURCES	L21	√	√	√	√	√
5207	ASSOCIATE ENGINEER - CONTINUOUS EXAM PROCESS - [CIVIL]	DEPARTMENT OF HUMAN RESOURCES	L21	√	√	√	√	√
5207	ASSOCIATE ENGINEER - CONTINUOUS EXAM PROCESS - [ELECTRICAL]	DEPARTMENT OF HUMAN RESOURCES	L21	√	√	√	√	√
5207	ASSOCIATE ENGINEER - CONTINUOUS EXAM PROCESS - [MECHANICAL]	DEPARTMENT OF HUMAN RESOURCES	L21	√	√	√	√	√
5207	ASSOCIATE ENGINEER - CONTINUOUS EXAM PROCESS - [SANITARY]	DEPARTMENT OF HUMAN RESOURCES	L21	√	√	√	√	√
5207	ASSOCIATE ENGINEER - CONTINUOUS EXAM PROCESS - [TRANSPORTATION]	DEPARTMENT OF HUMAN RESOURCES	L21	√	√	√	√	√

NOTE: The above target announcement issuance dates are tentative and are subject to change. If you have any questions, please contact the department responsible for the recruitment as indicated above.

UPDATED: 1/22/14



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES - RECRUITMENT AND SELECTION SERVICES
CLASSIFICATION-BASED EXAMINATION PLAN FOR FISCAL YEAR 2013/2014
 (SORTED BY CLASSIFICATION CODE AND TITLE)

CLASS NO.	CLASS TITLE	DEPARTMENT RESPONSIBILITY ANNOUNCEMENT ISSUANCE / TEST ADMINISTRATION	UNION	TARGET ANNOUNCEMENT ISSUANCE				
				IN-PROGRESS <small>(announcement posted prior to 7/1/13 and eligible list will be established soon)</small>	1ST QUARTER <small>(July 1 - September 30, 2013)</small>	2ND QUARTER <small>(October 1 - December 30, 2013)</small>	3RD QUARTER <small>(January 1 - March 31, 2014)</small>	4TH QUARTER <small>(April 1 - June 30, 2014)</small>
5211	ENGINEER/ARCHITECT/LANDSCAPE ARCHITECT - CONTINUOUS EXAM PROCESS - [CIVIL/ELECTRICAL/MECHANICAL/SANITARY/TRANSPORTATION]	DEPARTMENT OF HUMAN RESOURCES	L21	✓	✓	✓	✓	✓
5212	ENGINEER/ARCHITECT/LANDSCAPE ARCHITECT - PRINCIPAL - CONTINUOUS EXAM PROCESS - [CIVIL/ELECTRICAL/MECHANICAL/SANITARY/TRANSPORTATION]	DEPARTMENT OF HUMAN RESOURCES	L21	✓	✓	✓	✓	✓
5218	STRUCTURAL ENGINEER	DEPARTMENT OF HUMAN RESOURCES	L21	✓	✓	✓	✓	✓
5241	ENGINEER - CONTINUOUS EXAM PROCESS - [CIVIL]	DEPARTMENT OF HUMAN RESOURCES	L21	✓	✓	✓	✓	✓
5241	ENGINEER - CONTINUOUS EXAM PROCESS - [ELECTRICAL]	DEPARTMENT OF HUMAN RESOURCES	L21	✓	✓	✓	✓	✓
5241	ENGINEER - CONTINUOUS EXAM PROCESS - [MECHANICAL]	DEPARTMENT OF HUMAN RESOURCES	L21	✓	✓	✓	✓	✓
5241	ENGINEER - CONTINUOUS EXAM PROCESS - [SANITARY]	DEPARTMENT OF HUMAN RESOURCES	L21	✓	✓	✓	✓	✓
5241	ENGINEER - CONTINUOUS EXAM PROCESS - [TRANSPORTATION]	DEPARTMENT OF HUMAN RESOURCES	L21	✓	✓	✓	✓	✓
5290	TRANSIT PLANNER IV	MUNICIPAL TRANSPORTATION AGENCY	L21					✓
5312	SURVEY ASSISTANT II	PUBLIC UTILITIES COMMISSION	L21				✓	
5362	ENGINEERING ASSISTANT	PUBLIC UTILITIES COMMISSION	L21					✓
5364	ENGINEERING ASSOCIATE I	PUBLIC UTILITIES COMMISSION	L21					✓
5265	ARCHITECTURAL ASSOCIATE I	GENERAL SERVICES AGENCY	L21				✓	
5268	ARCHITECTURE	GENERAL SERVICES AGENCY	L21					✓
5601	UTILITY ANALYST	PUBLIC UTILITIES COMMISSION	L21		✓			
6120	ENVIRONMENTAL HEALTH INSPECTOR	DEPARTMENT OF PUBLIC HEALTH	TWU		✓			
6122	SENIOR ENVIRONMENTAL HEALTH INSPECTOR - MULTIPLE SPECIALITIES	DEPARTMENT OF PUBLIC HEALTH	TWU		✓			
6138	INDUSTRIAL HYGIENIST	DEPARTMENT OF PUBLIC HEALTH	L21			✓		
6230	STREET INSPECTOR	GENERAL SERVICES AGENCY	L21		✓			
6242	PLUMBING INSPECTOR	DEPARTMENT OF HUMAN RESOURCES	L38			✓		
6249	SENIOR ELECTRICAL INSPECTOR	DEPARTMENT OF HUMAN RESOURCES	L6					✓
6319	SENIOR CONSTRUCTION INSPECTOR	AIRPORT COMMISSION	L21	✓				
6321	PERMIT TECHNICIAN I	DEPARTMENT OF HUMAN RESOURCES	L1021				✓	
7126	MECHANICAL SHOP & EQUIPMENT SUPERINTENDENT	MUNICIPAL TRANSPORTATION AGENCY	L1414				✓	
7205	CHIEF STATIONARY ENGINEER	AIRPORT COMMISSION	L39				✓	
7216	ELECTRICAL TRANSIT SHOP SUP I	MUNICIPAL TRANSPORTATION AGENCY	L6		✓			
7226	CARPENTER SUPERVISOR I	DEPARTMENT OF HUMAN RESOURCES	L22	✓				
7235	TRANSIT POWER LINE SUP. I	MUNICIPAL TRANSPORTATION AGENCY	L6					✓
7238	ELECTRICIAN SUPERVISOR I	AIRPORT COMMISSION	L6			✓		
7252	CHIEF STATIONARY ENGINEER, SEWAGE PLANT	PUBLIC UTILITIES COMMISSION	L39				✓	

NOTE: The above target announcement issuance dates are tentative and are subject to change. If you have any questions, please contact the department responsible for the recruitment as indicated above.

UPDATED: 1/22/14



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES - RECRUITMENT AND SELECTION SERVICES
CLASSIFICATION-BASED EXAMINATION PLAN FOR FISCAL YEAR 2013/2014
 (SORTED BY CLASSIFICATION CODE AND TITLE)

CLASS	CLASS TITLE	DEPARTMENT RESPONSIBILITY ANNOUNCEMENT ISSUANCE / TEST ADMINISTRATION	UNION	TARGET ANNOUNCEMENT ISSUANCE				
				IN-PROGRESS <small>(announcement period prior to 7/1/13 and eligible list will be established soon)</small>	1ST QUARTER <small>(July 1 - September 30, 2013)</small>	2ND QUARTER <small>(October 1 - December 30, 2013)</small>	3RD QUARTER <small>(January 1 - March 31, 2014)</small>	4TH QUARTER <small>(April 1 - June 30, 2014)</small>
7253	ELECTRICAL TRANSIT MECHANIC SUP I	MUNICIPAL TRANSPORTATION AGENCY	L6			√		
7262	MAINTENANCE PLANNER	PUBLIC UTILITIES COMMISSION	L39				√	
7273	COMMUNICATIONS LINE WORKER SUPERVISOR II	GENERAL SERVICES AGENCY	L6			√		
7308	CABLE SPLICER	AIRPORT COMMISSION	L6			√		
7318	ELECTRONIC MAINTENANCE TECHNICIAN	PUBLIC UTILITIES COMMISSION	L6		√			
7319	ELECTRIC MOTOR REPAIRER	MUNICIPAL TRANSPORTATION AGENCY	L6					√
7328	OPERATING ENGINEER, UNIVERSAL	PUBLIC UTILITIES COMMISSION	L3			√		
7329	ELECTRONIC MAINTENANCE TECHNICIAN ASSISTANT SUPERVISOR	PUBLIC UTILITIES COMMISSION	L6					√
7332	MAINTENANCE MACHINIST	MUNICIPAL TRANSPORTATION AGENCY	L1414					√
7334	STATIONARY ENGINEER	AIRPORT COMMISSION	L39					√
7335	SENIOR STATIONARY ENGINEER	AIRPORT COMMISSION	L39					√
7336	ELECTRONIC INSTRUMENTATION TECHNICIAN, WATER POLLUTION CONTROL	PUBLIC UTILITIES COMMISSION	L21				√	
7338	ELECTRICAL LINE WORKER	PUBLIC UTILITIES COMMISSION	L6					√
7341	STATIONARY ENGINEER, WATER TREATMENT PLANT	PUBLIC UTILITIES COMMISSION	L39				√	
7344	CARPENTER	DEPARTMENT OF HUMAN RESOURCES	L22	√				
7348	STEAMFITTER	GENERAL SERVICES AGENCY	L38			√		
7350	TRANSMISSION AND DISTRIBUTION LINE WORKER	PUBLIC UTILITIES COMMISSION	L6			√		
7355	TRUCK DRIVER	DEPARTMENT OF HUMAN RESOURCES	L853	√				
7366	TRANSIT POWER LINE WORKER	MUNICIPAL TRANSPORTATION AGENCY	L6			√		
7372	STATIONARY ENGINEER, SEWAGE PLANT	PUBLIC UTILITIES COMMISSION	L39				√	
7373	SENIOR STATIONARY ENGINEER, SEWAGE PLANT	PUBLIC UTILITIES COMMISSION	L39				√	
7376	SHEET METAL WORKER	AIRPORT COMMISSION	L104					√
7388	UTILITY PLUMBER	PUBLIC UTILITIES COMMISSION	L38		√			
7390	WELDER	MUNICIPAL TRANSPORTATION AGENCY	L6					√
7430	ASSISTANT ELECTRONIC MAINTENANCE TECHNICIAN	GENERAL SERVICES AGENCY	L6				√	
7444	PARKING METER REPAIRER	MUNICIPAL TRANSPORTATION AGENCY	L856		√			
7510	LIGHTING FIXTURE MAINT WORKER	AIRPORT COMMISSION	L6					√
7524	INSTITUTION UTILITY WORKER	DEPARTMENT OF HUMAN RESOURCES	L1021				√	
8106	LEGAL PROCESS CLERK	DEPARTMENT OF HUMAN RESOURCES	L1021			√		
8167	ADMINISTRATIVE HEARING EXAMINER	MUNICIPAL TRANSPORTATION AGENCY	L21		√			
8173	LEGAL ASSISTANT	DEPARTMENT OF HUMAN RESOURCES	L21			√		
8202	SECURITY GUARD	DEPARTMENT OF HUMAN RESOURCES	L1021				√	
8207	BUILDING AND GROUNDS PATROL OFFICER	DEPARTMENT OF HUMAN RESOURCES	L1021				√	
8228	MUSEUM SECURITY SUPERVISOR	DEPARTMENT OF HUMAN RESOURCES	L1021				√	

NOTE: The above target announcement issuance dates are tentative and are subject to change. If you have any questions, please contact the department responsible for the recruitment as indicated above.

UPDATED: 1/22/14



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES - RECRUITMENT AND SELECTION SERVICES
CLASSIFICATION-BASED EXAMINATION PLAN FOR FISCAL YEAR 2013/2014
 (SORTED BY CLASSIFICATION CODE AND TITLE)

CLASS NO.	CLASS TITLE	DEPARTMENT RESPONSIBILITY ANNOUNCEMENT ISSUANCE / TEST ADMINISTRATION	UNION	TARGET ANNOUNCEMENT ISSUANCE				
				IN-PROGRESS <small>(announcement posted prior to 7/1/13 and eligible for all but established ages)</small>	1ST QUARTER <small>(July 1 - September 30, 2013)</small>	2ND QUARTER <small>(October 1 - December 30, 2013)</small>	3RD QUARTER <small>(January 1 - March 31, 2014)</small>	4TH QUARTER <small>(April 1 - June 30)</small>
8306	SENIOR DEPUTY SHERIFF	DEPARTMENT OF HUMAN RESOURCES - PUBLIC SAFETY	DSA	√				
9110	FARE COLLECTIONS RECEIVER	MUNICIPAL TRANSPORTATION AGENCY	L1021		√			
9116	SR. FARE COLLECTIONS RECEIVER	MUNICIPAL TRANSPORTATION AGENCY	L1021		√			
9122	TRANSIT INFORMATION CLERK	MUNICIPAL TRANSPORTATION AGENCY	L1021				√	
9131	STATION AGENT	MUNICIPAL TRANSPORTATION AGENCY	L1021			√		
9139	TRANSIT SUPERVISOR	MUNICIPAL TRANSPORTATION AGENCY	L200					√
9140	TRANSIT MANAGER I	MUNICIPAL TRANSPORTATION AGENCY	L200					√
9141	TRANSIT MANAGER II	MUNICIPAL TRANSPORTATION AGENCY	L200					√
9150	TRAIN CONTROLLER	MUNICIPAL TRANSPORTATION AGENCY	L200				√	
9160	TRANSIT OPERATIONS SPECIALIST	MUNICIPAL TRANSPORTATION AGENCY	L200				√	
9163	TRANSIT OPERATOR	MUNICIPAL TRANSPORTATION AGENCY	L250A			√		
9195	LRV EQUIPMENT ENGINEER	MUNICIPAL TRANSPORTATION AGENCY	L21				√	
9196	SR. LRV EQUIPMENT ENGINEER	MUNICIPAL TRANSPORTATION AGENCY	L21		√			
9504	PERMIT & CITATION CLERK	MUNICIPAL TRANSPORTATION AGENCY	L1021			√		
9506	SR. PERMIT & CITATION CLERK	MUNICIPAL TRANSPORTATION AGENCY	L1021			√		
9702	EMPLOYMENT & TRAINING SPECIALIST	HUMAN SERVICES AGENCY	L1021		√			
9704	EMPLOYMENT & TRAINING SPECIALIST III	HUMAN SERVICES AGENCY	L1021			√		
9706	EMPLOYMENT & TRAINING SPECIALIST V	HUMAN SERVICES AGENCY	L1021			√		
H002	FIREFIGHTER	DEPARTMENT OF HUMAN RESOURCES - PUBLIC SAFETY	L798			√		
H004	INSPECTOR, FIRE DEPARTMENT	DEPARTMENT OF HUMAN RESOURCES - PUBLIC SAFETY	L798		√			
Q002	POLICE OFFICER	DEPARTMENT OF HUMAN RESOURCES - PUBLIC SAFETY	SFPOA		√			

NOTE: The above target announcement issuance dates are tentative and are subject to change. If you have any questions, please contact the department responsible for the recruitment as indicated above.

UPDATED: 1/22/14

EXECUTIVE OFFICER'S REPORT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Date: February 3, 2014

To: Civil Service Commission

From: Jennifer Johnston
Executive Officer *Jennifer Johnston*

Subject: **Mid-Year Status Report on Fiscal Year 2013-14 Service and Performance Goals Covering the Period Ending December 31, 2013**

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

The following is a summary report of the Civil Service Commission Department's ("Department") activities for the period ending December 31, 2013. Please also refer to the attached chart (Attachment A) detailing the Department's achievements to date on its Fiscal Year 2013-2014 Goals and Objectives as established by the Civil Service Commission ("Commission") during its meeting of June 3, 2013. All of the Department's performance measures for the first half of the fiscal year have either been completed or are in progress, and we are projected to meet or exceed the remainder of our performance measures by the end of the fiscal year.

Department Administration

The Department's small staff of six (6) employees continues to perform its important duties of carrying out the Commission's mission and Charter-mandated responsibilities. In addition, each staff member has been tasked with documenting the Department's Standard Operating Procedures to ensure transparency and consistency in the Department's operations; to facilitate cross-training; and to identify any outdated or inefficient Departmental practices or procedures that may require revision or streamlining. Department staff is also focused on document retention, management and destruction efforts in accordance with the Department's records retention policies.

Last year the Executive Officer was able to negotiate with the Mayor's Office and Board of Supervisors to not only exempt the Commission from the Mayor's Budget Office directive that all departments reduce their General Fund budgets by 3%, but also to increase to the Department's budget so that all six staff members could be fully funded. Therefore, unlike past years, the Department is no longer operating under a budget deficit. However, the Mayor's Office has again directed all City Departments to propose ongoing budget reductions of 2.5% over the next two fiscal years, with an additional contingency reduction of 1% in Fiscal Year 2015-2016 (for a total of 3.5% over the next two fiscal years). As the Department has already made reductions in its budget for materials, supplies and professional services to the extent possible in the past to address its deficit and Mayoral directives for budget reductions, any further reductions in these categories would affect the Department's ability to provide timely and efficient service to Commission stakeholders.

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 6

Therefore, the Executive Officer will again be seeking to negotiate an exemption from the Mayor's budget reduction requirement, as well as another increase in the Department's budget to offset any increases in labor (salary and benefits) costs over the next two years. We will also be request additional funding to support work orders with the City Attorney's Office and Department of Human Resources for much-needed services.

Appeals and Requests for Hearings, Rules, Policies and Administration

Appeals and Hearings

The Commission received a total of twenty-seven (27) new appeals and requests for hearings during the first half of this fiscal year (July 1 to December 31, 2013), in addition to the thirty (30) pending appeals that were carried over from the previous fiscal year.

Last year the Commission was able to not only meet, but far exceed its targeted sixty-five percent (65%) appeal resolution goal, due in large part to our focus on expediting the resolution of outstanding appeals and implementing specific deadlines for staff report submissions on new appeals. The Department continues in its efforts to expedite appeal resolution and expects to exceed its goal again this year. We are pleased to report that Commission staff was able to resolve thirty-one (31) (over half) of its total fifty-seven (57) pending appeals by December 31, 2013. We also expect to resolve all appeals filed prior to calendar year 2014 by the end of the fiscal year (with the exception of a few future employment restriction appeals that must be placed on hold pending resolution on the underlying separations through arbitration or litigation), again exceeding our appeal resolution goal.

Rules, Policies and Administration

The Commission is mandated by Charter to establish Rules, policies and procedures to carry out the merit system provisions of the Charter. The Commission hears merit system appeals on examination matters, personal service contracts, limited compensation matters, future employment restrictions, and actions of the Executive Officer or the Human Resources Director on other matters under their jurisdiction.

Foremost in the Commission's agenda is to modernize and streamline the Civil Service Rules, and to ensure that its policies are likewise reflective of current and best practices. In reviewing any proposed policy change or Rule revision, the Commission carefully considers in public meetings any stakeholder input and the benefits, consequences and impacts of any such proposed change or revision. As of December 31, 2013, the Commission had reviewed and amended three Civil Service Rules: Rule Series 004, Administration; Rule 211, Examinations; and Rule 311, Examinations. In addition, the Commission's updated Policy on Personal Services Contracts ("PSC") was formally issued in October 2013 with the launch of the Citywide PSC database.

The Executive Officer also seeks input from the Commission's stakeholders (including human resources representatives, City supervisors and managers, and labor unions) on possible Rule revisions, policy changes and Adviser subjects for recommendation to the Commission. The Executive Officer continues to convene monthly meetings of the Commission's Committee on Policy and Rules Revision ("COPAR") with City human resources managers to discuss all aspects of the Merit System and departmental procedures, and to identify merit system issues requiring clarification to ensure consistent and accurate application of merit system policies and the Civil Service Rules. COPAR meeting topics during the review period (July 1 to December 31, 2013) included restrictions on future employment, exempt appointments, examinations and applicants for City employment.

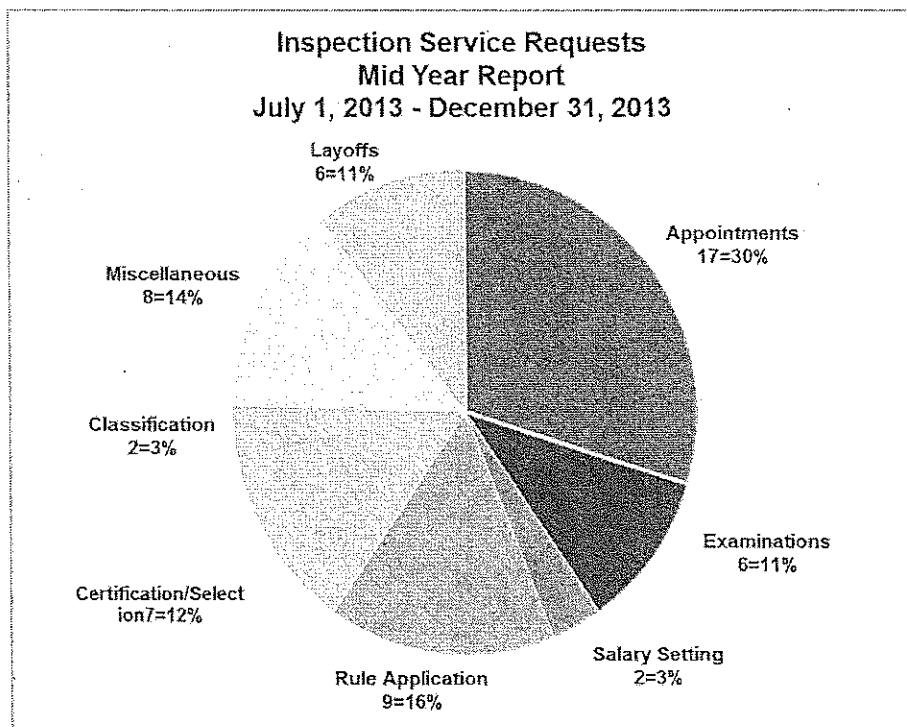
The Executive Officer intends to submit for the Commission’s review two policy revisions (exempt appointments and restrictions on future employment) and a Rule amendment (Rule Series 022) this March 2014 based on input from stakeholders.

Merit System Review, Inspection Services and Audit

Inspection Service Requests

Inspection Service requests generally cover those matters that are not appealable to the Commission but that otherwise involve concerns about the operation of merit system that require an investigation or review. Requests for Inspection Service may be submitted by any interested stakeholder, including employees, departmental representatives, anonymous individuals, members of the public, employee representatives, and job applicants and/or candidates.

The Civil Service Commission received a total of fifty-eight (58) requests for Inspection Service during the review period (July 1 to December 31, 2013). Those Inspection Service requests involved a wide array of merit system issues, including selection procedures, verification of minimum qualifications and employment, application of the Civil Service Rules, eligibility for reappointment, layoffs processes, favoritism in acting assignments and exempt appointments, and Personal Services Contracts. The chart below reflects the categories of requests. Please also refer to Attachment B for the Fiscal Year 2013-2014 Inspection Log as of December 31, 2013.



Commission staff was able to respond to and resolve forty-six (46) (or 79%) of those requests within sixty (60) days, exceeding the Department’s target of 75% of Inspection Service Requests in sixty (60) days.

Merit System Audit Service

Commission staff is scheduled to conduct eight (8) audits during the second half of this fiscal year. The audits will be focused on assessing departments' compliance with Civil Service Rules and Commission policies on the selection and appointment of candidates in Permanent Civil Service, Provisional and Exempt appointments.

Recommendation: Adopt the Report.

Attachments (2)

ATTACHMENT A



CITY AND COUNTY OF SAN FRANCISCO CIVIL SERVICE COMMISSION

Update on the Civil Service Commission Department's Achievement of its Fiscal Year 2013-2014 Goals and Objectives as of January 28, 2014

Goal #1: Increase access to, and utilization of the Civil Service Commission's information and resources.

Objective	Performance Measures	Status of Performance Measures
<p>Increase the availability of information about the Civil Service Commission.</p>	<p>Continue to ensure that all information on the Civil Service Commission's website is accurate and current.</p> <p>Expand upon the information available on the Civil Service Commission's Facebook page and Twitter feed by winter 2014, and update the information as needed throughout the fiscal year.</p>	<p>Completed/Ongoing. Commission staff continues to regularly update the Commission's website after each meeting, and immediately upon any Civil Service Rule or Commission policy change.</p> <p>Completed/Ongoing. All Commission meeting agendas and minutes are also now posted on the Commission's Facebook and Twitter pages. All prospective Commission Annual Reports and Civil Service Rule changes will also be posted on the accounts.</p>
<p>Ensure that information on the Civil Service Commission's website is intuitive and easily accessible.</p>	<p>Prepare and/or update informational publications about the Civil Service Commission as needed throughout the fiscal year.</p>	<p>Completed/Ongoing. To date, there has been no need to update or publish formal informational publications about the Commission. However, the Executive Officer has developed numerous informational presentations on the Commission and the merit system for various stakeholders (including City managers and supervisors, human resources representatives, finance/budget personnel and labor organizations).</p>
<p>Ensure that information on the Civil Service Commission's website is intuitive and easily accessible.</p>	<p>Work with the Department of Technology to shift by December 2013 the Commission's website to a new platform that will enable a single, comprehensive word search of the Commission's entire website.</p>	<p>In progress. Unfortunately, the Department of Technology (DT) experienced a number of delays in the procurement process, which has in turn delayed the implementation date of the project. However, DT believes that it will be able to migrate the Commission's website (at no cost to the Commission) to the new web platform in the second quarter of 2014. The web platform will have a</p>

Civil Service Commission's Goals and Objectives for Fiscal Year 2013-2014

	<p>number of improvements, including an advanced search function.</p> <p>Completed/Ongoing. In addition, Commission staff is preparing formal, official pdf versions of the Civil Service Rules for publication on the Commission's website once it is migrated to the new web platform.</p> <p>Completed/Ongoing. In addition to now posting all staff reports and meeting materials on the Commission's website, Commission staff also now posts all regular department staff reports (e.g., reports on Exempt appointments under the Charter, etc.) on the Commission's website for historical and transparency purposes.</p>	
<p>Continue to ensure that the Civil Service Rules are in a format conducive to printing (e.g., consistent font and paragraph spacing, review for legibility, etc.).</p> <p>Continue to increase the availability of information and documents under the Civil Service Commission's purview on the Commission's website (e.g., post established policies, publications and relevant historical documents).</p>	<p>Completed/Ongoing. Commission staff has been systematically scanning relevant historical documents into its database system, including communications, reports, Commission meeting materials, etc.</p> <p>Completed September 2013 and Ongoing. All Commission staff members been trained on the DocumentMall system—both for scanning, document management and research purposes.</p> <p>Completed/Ongoing. All Commission staff members regularly upload documents each week (a minimum of 500 a week) with the goal of resolving all storage boxes by the end of the fiscal year.</p>	
<p>Increase the availability of information on the Civil Service Commission's website.</p>	<p>Continue to expand the use of the Commission's web-based document management system ("DocumentMall"):</p> <ul style="list-style-type: none"> o Expand upon the types of documents uploaded into the system (e.g., meeting materials, policies, communications and reports). o Ensure that all Commission staff members are trained on DocumentMall no later than September 2013, and specifically require all Commission staff to use, access and/or upload documents into DocumentMall on a weekly basis beginning in October 2013. o Convert paper reports and other Civil Service Commission documents into digital files on DocumentMall, with the goal of uploading at least 200 pages of documents into the system on a weekly basis from July to October 2013, and 500 pages beginning in September 2013. 	
<p>Ensure that Commission staff and the Civil Service Commissioners have quick, efficient and easy access to the Commission's historical documents and files for proper record retention purposes and any specific research needs.</p>	<p>Update the Commission's records retention policy no later than December 2013.</p>	
	<p>In Progress. Achieving this goal has required a great deal of legal and historical research. The Executive Officer is working on a draft and expects to have it completed for the City Attorney's Office review by April 2014.</p>	

	<p>Undertake a systematic review of all Commission hard copy documents and files—purge all duplicative/unnecessary hard copy documents (either through proper destruction procedures, or by sending them to storage at the San Francisco Public Library) and upload all relevant historical documents and files into the system.</p> <ul style="list-style-type: none"> o Prior to adoption of the updated policy, Commission staff will review and resolve an average of one box of documents/files each week. o Once the policy is updated policy is adopted, Commission staff will review and resolve no less than two boxes of documents/files each week. 	<p>Completed/Ongoing. Commission staff has been systematically scanning, purging (when appropriate) and/or preparing for storage at the Library, all relevant historical documents; including communications, reports, Commission meeting materials, etc.</p>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Goal #2: Create greater transparency and efficiencies in the Civil Service Commission's procedures and communications.

Objective	Performance Measures	
<p>Improve communications with appellants so that they understand the Civil Service Commission's Rules, policies and meeting procedures.</p>	<p>Update the Commission's appeal and meeting procedures in fall 2013 to reflect improvements implemented in Fiscal Year 2012-2013 and to include information on meeting procedures for peace officer appeals.</p>	<p>Completed/In Progress. The Executive Officer updated the policies on appeals of peace officers and EEO complaints, and submitted them to the City Attorney's Office for review in early December 2013. The Executive Officer expects to finalize the miscellaneous appeal and meeting procedures by March 2014.</p>
<p>Improve communications with departments so that they understand the Civil Service Commission's policies, meeting procedures and expectations with respect to staff reports.</p>	<p>By winter 2014, create template staff reports for departmental use, and update the Commission's instructions on staff report content to ensure consistency in, and quality of staff report submissions.</p>	<p>Completed/In Progress. Staff reports are posted online for departments to use as template, and the Executive Officer provides departments with templates of staff reports that the Commission has identified as exceptional, upon request. The Executive Officer has also offered presentations/trainings on how to prepare and improve upon staff reports, and regularly advises departments on staff reports when requested. The Executive Officer is also preparing to provide a</p>

Civil Service Commission's Goals and Objectives for Fiscal Year 2013-2014

	<p>training/presentation to Citywide Personal Services Contract ("PSC") Coordinators in March 2014 to ensure that PSC submissions are thorough, comprehensive, accurate and complete.</p> <p>Completed/Ongoing. Notifications and Rule amendments are now also sent via email to all City representatives (unless otherwise specifically requested). We also continue to find ways to expedite and streamline our processes.</p>	
<p>Throughout the fiscal year, seek ways to further expedite and streamline the Commission's communications with its stakeholders, and reduce the Commission's paper consumption and drain on staff resources.</p>	<p>Increase the use of electronic communications with departments and appellants (if requested) in an effort to reduce paper consumption and staff resources, create efficiencies and expedite communications with Commission stakeholders.</p>	<p>Completed in September 2013 (following updates by the Commissioners).</p>
<p>No later than the first meeting in August 2013, finalize the draft Fiscal Year 2012-2013 Annual Report and Year-End Report for the Commission's review and approval.</p> <p>No later than the first meeting in February 2014, report to the Civil Service Commission on the status of the Commission's achievement of its goals and objectives for the first half of Fiscal Year 2013-2014.</p> <p>No later than the second meeting in May 2014, schedule the Civil Service Commission's Strategic Planning Session to establish the Commission's new goals and objectives for Fiscal Year 2014-2015.</p>	<p>Issue all reports regarding Civil Service Commission deliverables and achievements on a timely basis.</p>	<p>Completed (scheduled for review at the Civil Service Commission meeting of February 3, 2014).</p> <p>To be completed in May 2014.</p>
<p>No later than August 2013, complete all Commission staff performance evaluations for the preceding review period concluding on June 30, 2013.</p> <p>No later than August 2013, establish all Commission staff performance plans for the next performance review period (Fiscal Year 2013-2014), and ensure that the plans include deliverables specifically tied to the Civil Service Commission's goals and objectives for Fiscal Year 2013-2014.</p> <p>No later than June 2014, update and document all Commission internal policies and standard operating</p>	<p>Ensure that Commission staff understand and are focused on supporting the Civil Service Commission's mission, goals and objectives.</p>	<p>Completed.</p> <p>Completed. Additionally, Commission staff recently completed their mid-year progress reviews in January 2014.</p>
<p>No later than June 2014, update and document all Commission internal policies and standard operating</p>	<p>Ensure that the Commission's internal</p>	<p>In Progress. This has also been included as a performance measure on each Commission staff</p>

<p>policies and administrative procedures are documented for Commission staff.</p>	<p>procedures to ensure consistency and facilitate cross training,</p>	<p>member's performance plan.</p>
------------------------------------------------------------------------------------	------------------------------------------------------------------------	-----------------------------------

Goal #3: Ensure the timely resolution of appeals so that merit system issues are addressed efficiently, effectively and fairly.

Objective	Performance Measures	
<p>Resolve appeals in a timely manner to the extent possible.</p>	<p>Process 100% of appeals and requests for hearing within seven (7) days of receipt in Fiscal Year 2013-2014 (i.e., review for jurisdiction and timeliness, record the appeal into the Commission's Pending Appeal Log (PAL) and communication log, send appellants acknowledgement of receipt letters, and notify departments of the appeal and targeted hearing dates). By June 30, 2014, resolve and/or forward to the Civil Service Commission for hearing, at least 70% of the appeals received in Fiscal Year 2013-2014.</p>	<p>Achieved/Ongoing. All appeals and requests for hearing to date have been processed within seven days of receipt. In Progress. The Commission is not only projected to achieve this goal, but the Department expects to be able to resolve by the end of the fiscal year all appeals filed prior to calendar year 2014 (with the exception of those few future employment restrictions which are pending due to litigation or arbitration on the underlying separations).</p>
<p>Monitor appeals and develop strategies to improve the efficiency by which appeals are resolved.</p>	<p>By May 2014, evaluate the effectiveness of the new appeals policies procedures established in Fiscal Year 2012-2013 (e.g., staff report deadlines, revised communications to departments, etc.) based on performance measure achievements over the past three fiscal years. By June 30, 2014, implement new, or adjust existing policies and procedures as appropriate for Fiscal Year 2014-2015. Issue the Civil Service Commission's Meeting Schedule and Deadlines for Calendar Year 2014 no later than November 2013 to ensure that departments are aware of staff report submission deadlines.</p>	<p>In Progress. However, as noted above, the Commission continues to exceed its goal to expedite appeals within a reasonable period of time in the interest of efficiency, and fairness to the appellant. Completed on November 4, 2013.</p>

<p>Regularly update and monitor the Pending Appeals Log on a biweekly basis, and communicate with departments as appropriate, to ensure that staff reports on appeals are submitted within a reasonable period of time.</p>	<p>Completed/Ongoing.</p>
<p>Convene monthly meetings with the Department of Human Resources on the status of departments' staff reports.</p>	<p>Completed/Ongoing.</p>
<p>Obtain advice and guidelines from the City Attorney's Office as needed on legal issues concerning appeals in as far advance as possible to avoid delays and backlogs (e.g., closed session matters, privacy protections, Brown Act requirements, etc.).</p>	<p>Ongoing. The Executive Officer recently submitted to the City Attorney's Office a draft updated policy on peace officer and EEO appeals. The Executive Officer will also soon submit for the City Attorney's Office's review, the Department's updated records retention policy and the Commission's Citywide policy on personnel files.</p>

Goal #4: Seek ways to address City departments' need for flexibility in personnel management issues while at the same time maintaining the integrity of the City's merit system.

Objective	Performance Measures
<p>Work collaboratively with departmental representatives, the Department of Human Resources and City Attorney's staff to establish new or amend current Rules, policies and procedures to address changing needs as appropriate.</p>	<p>Throughout the fiscal year, seek input from operating departments on the effectiveness of the merit system and areas needing improvement.</p>
<p>Convene regular meetings of the Commission's Committee on Policy and Rules Revision (COPAR) throughout the fiscal year to: 1) discuss and vet with departmental human resources representatives any new Rules, policies or procedures, or needed/requested revisions thereto; and 2) seek departmental input on inconsistencies between the Civil Service Rules and current departmental practices, to recommend appropriate action to the Commission (e.g., consider proposing a Rule change, issue an Adviser to clarify Rule requirements, etc.).</p>	<p>Completed/Ongoing. COPAR monthly meeting topics during the review period (July 1 to December 31, 2013) included restrictions on future employment, exempt appointments, applicants for City employment.</p>

<p>Ensure that the Civil Service Rules, policies and procedures are consistent with current departmental practices and system requirements/capabilities/limitations under the new eMerge PeopleSoft system.</p>	<p>Meet with eMerge representatives on a monthly basis with the goal of identifying inconsistencies in existing Rules, policies and procedures resulting from the implementation of the new eMerge system.</p> <p>By no later than June 2014, propose for the Commission's consideration revisions to Commission Rules, policy and procedures as needed to conform to the new eMerge system.</p>	<p>Completed. In fall 2013 eMerge and Commission staff completed their review of the Civil Service Rules and determined that, since the City's terminology and practices remain the same following the implementation of phase one of the new PeopleSoft system, there is no need at this time to update any of the Civil Service Rules.</p> <p>This goal is no longer necessary, as indicated above. The City/Department of Human Resources has not implemented any substantive changes that would require any policy or Rule revisions in this phase of eMerge implementation.</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Goal #5: Work to ensure that the Civil Service Commission's Rules, policies and procedures are easily understood and known by all stakeholders, consistent with the law, and reflective of current and best practices.

Objective	Performance Measures
<p>Review the Civil Service Rule series and recommend revisions/deletions/additions to the Rules for the Commission's consideration as necessary and appropriate.</p>	<p>Review one Civil Service Rule series every other month on average beginning in fall 2013 and recommend revisions/deletions/additions for the Commission's consideration. Revisions will be prioritized as follows:</p> <ol style="list-style-type: none"> 1. Rule provisions that conflict with, or that are otherwise inconsistent with the law. 2. Rules that are confusing, inconsistent with other Rules or policies, or inconsistently applied by departments. 3. Rule provisions that would support operational needs. 4. Rule provisions that are no longer applicable. 5. Revisions that would consolidate or streamline the Rules. 6. Typos/clean-up.
	<p>Ongoing. As of December 31, 2013, the Commission had reviewed and adopted amendments to three Civil Service Rules: Rule Series 004, Administration; Rule 211, Examinations; and Rule 311, Examinations. The Executive Officer intends to submit revisions to streamline and update Rule Series 022, Separations in March 2014.</p>

<p>Review existing Civil Service Commission policies and recommend procedures; and recommend revisions to existing policies and procedures, or the creation of new ones, as appropriate.</p>	<p>Review at least one existing Civil Service Commission policy every quarter on average beginning in November 2013 and recommend revisions as appropriate for the Commission's consideration. The Executive Officer will also recommend for the Commission's consideration the creation of policies as needed and appropriate on merit system issues for which Civil Service Commission stakeholders require more guidance.</p> <p>The Executive Officer's policy review will be prioritized based on directives from the Civil Service Commission, requests from Commission stakeholders, and the frequency of Inspection Service complaints received on a particular issue.</p>	<p>Ongoing. The Executive Officer intends to submit for the Civil Service Commission's consideration in March 2014, two policy revisions (one on exempt appointments and one on future employment restrictions).</p>
<p>Conduct meet and confer negotiations and adopt new and amended Rules, policies and/or procedures.</p>	<p>As needed during the fiscal year, conduct meet and confer sessions with the City's labor unions on any new or amended Rules or policies as required under state law.</p>	<p>Completed/Ongoing. The Executive Officer convened meet and confer/informational sessions with the City's labor unions on the three proposed Rule changes indicated above.</p>
<p>Conduct best practice reviews of merit system matters in other jurisdictions.</p>	<p>Research best practices in the Bay Area and/or comparable jurisdictions (e.g., Los Angeles) upon request of the Civil Service Commission during the fiscal year.</p>	<p>Not applicable, as there have been no such formal requests to date.</p>
<p>Provide outreach, training and support to the Civil Service Commission's stakeholders regarding the Civil Service Rules, policies and procedures.</p>	<p>Upon request/as needed during the fiscal year, develop and conduct seminars and trainings on the merit system; the Civil Service Rules, policies and procedures; and other matters under the jurisdiction of the Civil Service Commission.</p>	<p>Completed/Ongoing. The Executive Officer has provided presentations/trainings to over 100 people to date (including Citywide supervisors, managers and human resources analysts), and is scheduled to provide provided presentations/trainings on various components of the merit system and common Rule/policy violations, to supervisors/managers at DPH and the Controller's Office, as well as members of MEA. The Executive Officer is also scheduled to provide a training on Personal Services Contract (PSC) submissions to City PSC Coordinators.</p>
	<p>Give regular presentations and updates on merit system issues during the Department of Human Resources' HR</p>	<p>Completed/Ongoing. The Executive Officer provides regular presentations on merit system</p>

Managers' meetings.	reminders at DHR's HR analysts' and managers' meetings.
Provide a presentation on the merit system to new human resources analysts on an annual basis.	Completed/Ongoing. The last presentation was on December 17, 2013; and the Executive Officer intends to provide the presentation every six months, with the next presentation in June 2014.
Offer to provide other Commission stakeholders with an overview of the merit system upon request (e.g., union representatives, operational managers, Deputy City Attorneys, etc.).	Completed/Ongoing. The Executive Officer has offered to provide presentations to employees, unions and department representatives (analysts, supervisors and managers) alike.
Seek input from the Commission's stakeholders on common merit system areas of confusion and issue publications on Frequently Asked Questions and develop new Advisers on reoccurring issues as needed during the fiscal year.	Completed/Ongoing. The Executive Officer frequently and regularly asks unions and department representatives (analysts, supervisors and managers) for recommendations on Adviser or policy memoranda topics.
Offer to provide labor representatives with informational articles on the Civil Service Commission for their member newsletters upon request.	Completed/Ongoing. Local 21 and SEIU expressed interest; the Executive Officer expects to have articles prepared with union input by April 2014.

Goal #6: Strengthen the Civil Service Commission's ability to meet its Charter mandates and oversee the operation of the merit system.

Objective	Performance Measures
Review the operation of the merit system in City departments.	<p>In Progress. The audit plan has been completed. This fiscal year's audits will assess compliance of Civil Service Rules and Commission policies applicable to candidate selection and appointment.</p>
Resolve/complete within 60 days, 80% of Inspection Service Requests received in Fiscal Year 2013-2014.	<p>In Progress. As of December 31, 2013, Commission staff completed 79% of Inspection Service reviews within 60 days and expects to exceed its 80% goal by</p>

Civil Service Commission's Goals and Objectives for Fiscal Year 2013-2014

<p>Increase the Civil Service Commission's access to information regarding the operation of the merit system.</p>	<p>By November 2013, submit for the Commission's review its Calendar of Reports for calendar year 2014 (this details the reports that City departments are required to submit to the Civil Service Commission each year). Include for the Commission's review a list of available canned queries, reports and available information related to merit system matters in the event that the Civil Service Commission wishes to expand upon the information it currently receives from Commission staff and/or City departments (e.g., exempt appointment justifications, personal services contracts, examination plans, etc.).</p> <p>By the end of December 2013, issue the final 2014 Calendar of Reports to departments so that departments are aware of their reporting requirements in advance; and issue an electronic reminder one month prior to each report's due date.</p>	<p>the end of the fiscal year. Completed at the Commission meeting of November 18, 2013.</p>
<p>Ensure that departments are complying with the Civil Service Commission's request for reports and/or additional information.</p>	<p>When applicable, record any conditions, restrictions or reporting requirements that the Civil Service Commission places on a Personal Services Contract (PSC). Utilize a tickler system so that the Commission is able to ensure that departments comply with the Commission's conditions, restrictions or reporting requirements for PSC approvals.</p> <p>When applicable, record and create a "tickler system" for any additional reports that the Commission requests throughout the fiscal year.</p>	<p>Completed in December 2013/Ongoing. The Executive Officer has also sent meeting invitations to department representatives to ensure that the reporting requirements are included on their calendars.</p> <p>Completed/Ongoing. The Executive Officer sends reminders out to departments regarding the terms of any conditional approval within one week of a Commission meeting. Commission staff also tracks conditional approvals in the Citywide PSC database, and documents when the conditions have been satisfied.</p> <p>Completed/Ongoing. If applicable, within one week of each Commission meeting, the Executive Officer sends out meeting invitations to ensure any future reporting requirements are on the department representatives' calendars.</p>
<p>Complete/coordinated all Charter-mandated wage/benefit surveys requiring Commission certification under the Charter.</p>	<p>By November 2013, develop a work plan and schedule for achieving Charter-mandated surveys for the fiscal year.</p> <p>Utilize the "tickler system" for departmental reports established in Fiscal Year 2012-2013 to ensure that Charter-mandated surveys are timely submitted (e.g., Office of Labor Standards and Enforcement prevailing wage survey, and Department of Human Resources survey of nurse</p>	<p>Completed in November 2013.</p> <p>Completed/Ongoing.</p>

	<p>salaries and benefits). No later than May 2014, complete the annual salary adjustments for Elected Officials in accordance with Charter Section A8.409-1-Employees Covered. Benefit certification for Elected Officials and Board of Supervisors will also be proposed.</p>	<p>In Progress/To Be Completed. The Department expects to complete its proposal for the Commission's review and adoption by the Commission meeting of May 19, 2014.</p>
	<p>No later than April 2014, complete the salary survey for the Board of Supervisors in accordance with Charter Section 2.100 Compensation and Salary.</p>	<p>In Progress/To Be Completed. The Department expects to complete its survey for the Commission's review and adoption by the Commission meeting of May 19, 2014.</p>
<p>Ensure that the Civil Service Commission's budget in Fiscal Year 2014-2015 is sufficient so that it can adequately carry out its Charter obligations to oversee the merit system.</p>	<p>Negotiate with the Mayor's Office, Controller's Office and Board of Supervisors to maintain the Commission's budget in Fiscal Year 2014-2015 at an adequate level to support its operations.</p>	<p>In Progress/To Be Completed. The Executive Officer will submit the Commission's budget to the Mayor's Office for review by the end of February 2014, which will include requests to: 1) exempt the Department from the 3.5% budget reduction amount required by the Mayor's Office; 2) increase the Department's budget to support future projected increases in fringe and salary costs for current staff; and 3) increase the Department's budget to support work orders for much-needed services.</p>

ATTACHMENT B

FY 2013-14 Inspection Log

Letter or Email 34
 Phone - Walk in 24
 Resolved in 60 days 46
 79%

- 17 Appointments (1)
- 8 Examinations (2)
- 0 Conflict of Interest (3)
- 0 ERO Administrator (4)
- 2 Salary Setting (5)
- 9 Rule Application (6)
- 7 Certification/Selection (7)
- 2 Classification (8)
- 8 Miscellaneous (9)
- 6 Layoffs (10)

Case No.	Date Resolved	Letter or Email	Phone - Walk in	Resolved in 60 days	Case Description	Job Code	Dept.	Resolution	Date Resolved	Y/N
6	7/3/2013				Unfairly terminated by dept.; separated with future employment restrictions; what are his rights?		DPH	Reviewed his documents; explained separation process; He can appeal future employment restrictions with CSC but not termination. SE	7/8/2013	Y
10	7/3/2013				Lost accreditation; how is his civil service position protected? He is an ADA employee.	1406	CCD	If he is laid off, he would displace the 1406 with the least seniority citywide; must be able to perform the essential functions of the job with or without reasonable accommodations. SE	7/8/2013	Y
10	7/3/2013				Does she have bumping rights if she is laid off?		CCD	If she is in a PCS position, she would bump the employee within the same classification with least seniority citywide; if she does not have higher seniority, she will be placed on holdover roster. SE	7/8/2013	Y
10	7/5/2013				What is her civil service status?		CCD	She is in a PCS position; no civil service status; will not be able to displace or be put on holdover roster; no previous PCS position SE	7/8/2013	Y
10	7/5/2013				Instead of waiting for layoff, can he transfer?		CCD	He can always apply for a transfer, but he would have to contact departments and apply for the position; it is not a guarantee; City did not indicate there are any layoffs yet. SE	7/8/2013	Y
5	7/8/2013				Released from PB period but cannot return to SFUSD because he must complete background check again; will he be separated?		DPH	He can reinstate back to previous PCS position; he is not terminated but can use vacation pay to receive paycheck. SE	7/10/2013	Y
6	7/11/2013				How can dept. hire eligible in rank 5 if it is the Rule of Three Scores?	6270		7 vacancies in the dept.; 7 vacancies + Rule of 3 minus 1 means 6 ranks were reachable; 25 eligibles were reachable; dept. required only to notify reachable eligibles and can hire anyone in ranks 1-8 SE	7/12/2013	Y
2	7/11/2013	1			Certain applicants were coached and informed of what questions would be on the examination.	7345	SFA	Multiple Choice question using scantron; no protests received during or after exam; complainant overheard a question being discussed that is common on these exams SE	7/17/2013	Y
9	7/16/2013				The dept. has approved requisitions and there is an eligible list, but the dept. is selecting favorites not from the eligible list to be put into acting assignments.	9140	MTA	Dept. is not required to select from the eligible list for acting assignments. Acting assignments do not place employees in a new classification; they remain in their old class and dependent on MOU, may receive 5% pay increase. SE	7/16/2013	Y
9	7/16/2013				Applicant stated that he has submitted a large number of applications and only recently was he interviewed for one vacancy. He wanted to know why he has not been hired for a position.			Lengthy meeting was held with individual and I explained to him that if he was rejected it was because the dept. determined he did not meet the qualifications or submit all required documents. He finally acknowledged that he received communications from dept. informing him of this. - LM	7/16/2013	Y

FY 2013-14 Inspection Log

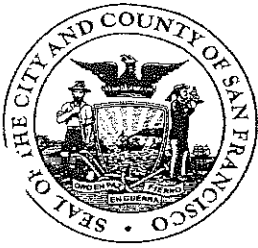
10	7/19/2013	1		1	May be laid off; can she transfer to another department?		CCD		She will bump the employee with the least seniority in that class; she can transfer to another department but there must be a vacant position and she would still need to apply for the position; not a guarantee position. SE	7/19/2013	Y
1	8/2/2013	1		1	Employee appointed did not qualify for TEX 1241 position; eligibles not notified; favoritism in hiring for 9706	9706	H.S.A.		Employee met the MQs for the TEX 1241 position; employee met the MQs for the 9708 position - extensive inspection review conducted. SE/LM	12/20/2013	N
1	8/2/2013	1		1	Employee that was appointed to the PCS 1408 class did not meet special condition qualifications.	1408	H.S.A.		Did not meet special condition - corrective action taken. Extensive inspection review conducted. -SE/LM	12/20/2013	N
1	8/12/2013	1		1	TEX 1241 did not meet LMQ	1241	H.S.A.		Employee had a baccalaureate degree from accredited college or university and met MQ. SE	8/13/2013	Y
6	8/14/2013	1		1	Why do part time employees need approval for additional employment outside CCSF?		SFPL		Rule 11B.2 requires all employees to complete and obtain approval for additional employment outside of CCSF; explained conflict of interest; transparency SE	8/14/2013	Y
1	8/20/2013	1		1	Alleges that employee appointed to 9704 and 9705 did not meet minimum qualifications.	9704	H.S.A.		Employee met qualifications. Extensive inspection service review conducted. - SE/LM	12/20/2013	N
1	8/20/2013	1		1	Alleges that employee appointed to 9916 and 1402 did not meet minimum qualifications.	9916	H.S.A.		Employee met qualifications. Extensive inspection service review conducted. - SE/LM	12/20/2013	N
1	8/20/2013	1		1	Review of selection procedures for class 9705	9705	H.S.A.		Employees appointed met the qualifications. Extensive inspection service review conducted. - SE/LM	12/20/2013	N
1	8/20/2013	1		1	Alleges that employee appointed to 9705 did not meet minimum qualifications.	9705	H.S.A.		Employee met qualifications. Extensive inspection service review conducted. - SE/LM	12/20/2013	N
1	8/20/2013	1		1	Review of selection procedures for temporary exempt 9702.	9702	H.S.A.		all nine candidates appointed met the qualifications. Extensive inspection service review conducted. - SE/LM	12/20/2013	N
9	8/20/2013	1		1	Received performance appraisal that met expectations so why would dept. release him from his probationary period? Can he appeal?	7381	MTA		Non-disciplinary release from probationary period is not appealable; direct supervisor thought he met expectations; issues regarding trainer's communication and training style should be reported to MTA. EEO - SE	8/20/2013	Y
8	8/21/2013	1		1	What is the Rule of 3? If an eligible ranked 25 was hired, then an eligible ranked 18 should have been notified.				The 3 highest ranks on the eligible list are reachable; if there is more than 1 vacancy, the number of reachable ranks is equal to the number of vacancies plus 2; if eligibles have refused, waived or been hired, alternate ranks are notified. SE	8/21/2013	Y
7	8/22/2013	1		1	Why they not interview all eligibles ranked 3 who met the desirable qualifications of being bilingual? Eligibles who were not bilingual were hired.	8132	MTA		Depts. are only required to notify all reachable eligibles of the vacancies; not all reachable eligibles are required to be interviewed; if job required eligibles to be bilingual, it would have been listed as MQ or special condition. SE	9/22/2013	Y
1	8/22/2013	1		1	Inquiry regarding the appointment of a Child Support Services employee from a class 7844 to a class 8159 position who does not meet the minimum qualifications required for the 8159.	8159	CSS		Inspection Review conducted. Employee did not meet minimum qualifications, however this was not discovered until after the appointment. The dept. then took corrective action and released the employee. - LM	9/5/2013	Y
1	8/22/2013	1		1	Inquiry regarding the appointment of a Child Support Services employee from a class 7844 to a class 8159 position who does not meet the minimum qualifications required for the 8159.	8159	CSS		Inspection Review conducted. Employee did not meet minimum qualifications, however this was not discovered until after the appointment. The dept. then took corrective action and released the employee. - LM	9/5/2013	Y
6	8/23/2013	1		1	If an officer is separated but rehired within 2 years (reappointed), do they have a new seniority date? Are they at the bottom of the schedule for shift bidding?		SFPD		New seniority date; Rule 214.16.5 When reappointed, the resignee shall enter the service as a new appointee with no rights based on prior service...; new appointment and certification date because the employee was separated, then rehired. Check with department procedures and MOU for shift bidding. SE	8/23/2013	Y
5	8/26/2013	1		1	Are the allegations in the Matter and Ross article about an Airport employee true? What are the Commission's options to address potential merit system violations?		AIR		I investigated the matter with Airport Human Resources and confirmed that the individual is not reachable and will therefore not be selected for the position. - JJ	9/9/2013	Y

FY 2013-14 Inspection Log

6	8/26/2013	1	Various questions regarding provisional appointments and whether she has bumping rights.	1458	Rent	I researched her employment history and verified that she has been in a Permanent Exempt status and does not have any permanent civil service status rights and therefore, bumping does not apply if she were to be laid off or displaced. Also clarified many other rules and discussed the employment application and selection process. - LM	9/24/2013	Y
6	8/27/2013	1	When was Rule 214.16.5 created? When was rule on Reappointment created? TEX employees performed poorly on 1st exam (PUC) but recently scored unusually high on 2nd exam (AIR); heard them talking about questions on exam before the exam	SFPD	Rule 214.16.5 was created in April 2000 when Vol. II was created; Reappointment Rule 13.03 first adopted in Jan. 1977; Rule regarding reappointment as a new appointee found in 1959 CSC Rules SE	5/27/2013	Y	
2	8/30/2013	1	Inquired about closed promotive examinations and the process for requesting them pursuant to Commission policy.	7345	SFIA	Waiting for complainant to provide additional information; complainant could not provide additional information to support his claim SE	9/30/2013	Y
2	9/18/2013	1	Inquired about a PSC previously approved by the Commission and the circumstances of its approval. Also inquired about Commission policies on modifications to existing PSCs.	2815	USD	I provided them with the applicable Commission policies and directed them to DHR to request approval. - JJ	9/19/2013	Y
8	9/16/2013	1	Electrical Engineer did not meet the MQs for the 5241 position	H.S.A.	H.S.A.	I provided them with the requested information and advised them on discussing the matter further with the department.	9/19/2013	Y
1	9/19/2013	1	can depts. force mgrs. to hire provisionals before reachable eligibles?	5241	MTA	Applicant provided education and employment verification and current license; Reachable eligible and competed in selection process SE	11/6/2013	Y
7	9/20/2013	1	Given different information by HR staff; told he was alternate ranked 9 but the hiring manager told him that he ranked 8	1708	DPH	Mgrs. May hire provisionals who are reachable eligibles before interviewing other reachable eligibles on the list. SE	9/20/2013	Y
7	9/23/2013	1	Ranked # 1 on eligible list, interviewed but was not selected/appointed.	1834	PUC	After the exam, he was ranked 9; after post-referral process, he was ranked 8; he is still an alternate. SE	9/23/2013	Y
7	9/23/2013	1	Request for inspection service review regarding the selection process for class 1708. Complainant is ranked #3 and questions why someone ranked #5 was appointed.	4213	ASR	Inspection Review conducted - ASR was compliant in following Commission Rules and DHR's procedures in the appointment and selection process. The candidates appointed were within the applicable certification rule. - LM	10/25/2013	Y
7	9/24/2013	1	Meeting held with complainant regarding his application for Class 8226 Museum Guard at FAM. He ranked 3 on the eligible list yet he states candidates were appointed with lower rankings.	1708	DPH	Inspection service Findings: 1. Eligible list posted 8/21/2013; 2. Cert rule: Rule of Three Scores ;3. DPH has not started the departmental selection process for its three PCS class 1708 vacancies; 4. Nine eligibles responded to the notice of referral. The complainant has been notified of the findings which are that the department has not made any appointments. This information was satisfactory to the complainant. (as of 11/13/13 the claimant has been appointed to PCS 1708 at DPH) - LM	10/10/2013	Y
7	10/15/2013	1	Her department has not yet requested that the Civil Service Commission grant her PCS status from her TCS appointment off of a Redevelopment-Only Priority Eligible List. Although not documented, she believes that she has performed in the position satisfactorily.	8226	FAM	Lengthy meeting was held explaining certification rule and how the number of applicants are certified. The cert rule for this list is Rule of Ten Scores and ranks go to 9. Under this circumstance, all eligibles are certified for consideration. - LM	10/15/2013	Y
6	10/22/2013	1	Commissioner Fayette requested that Commission staff conduct an inspection Service review into the PUC's policies and protocols on accepting and processing resignations. The inspection Service review is also to include any training provided to managers on that process.	1480		Responded explaining that the department is in the performance evaluation process and that there must be documented satisfactory performance prior to requesting a status grant. However, I offered to reach out to the department if she provided me with more information. - JJ	10/23/2013	Y
9	10/21/2013	1	Commissioner Normandy requested that Commission staff conduct an inspection Service review into the controls and protections on the PUC's timekeeping systems.		PUC	Review conducted - report submitted to Commissioners - LM	12/20/2013	Y
8	10/21/2013	1	Reappointment with four years of separation in accordance with Rule 114.		PUC	Review conducted - report submitted to Commissioners - LM	12/20/2013	Y
11	10/21/2013	1			AIR/ DHR	Explained application of the Rule as it pertains to individuals requesting reappointment in accordance with the Rules. -JJ	10/25/2013	Y

FY 2013-14 Inspection Log

1	10/25/2013	1	Inquiring as to any limitations that may exist for previous employees with whom the City wishes to contract personal services.	MTA	Explained applicable limitations. -JJ	10/25/2013	Y
6	10/25/2013	1	Requested information regarding the various work rules, policies, etc. that govern safety-sensitive positions/classifications		Provided the requested information and explained the application of the Rules and collective bargaining agreements. -JJ	10/25/2013	Y
2	10/24/2013	1	Concerned about the department's decision to no longer automatically extend the 3630 Librarian I eligible list and her eligibility thereon. Also inquired about the applicable certification rule.	LIB	Responded to her concerns and informed her of her protest and appeal rights. Also, the department extended her eligibility on the list for one more year. JJ	11/13/2013	Y
1	10/29/2013	1	Dept. was conducting selection process for 2 exempt appointments; ex-employee who was rehired did not go through selection process	ASR	Depts. are not required to use civil service selection procedures for exempt apps.; ex-employee resigned from the same position in July and was rehired after interviewing with dept. head in Oct. SE	10/30/2013	Y
2	11/4/2013	1	He is asserting an untimely and unappealable matter regarding the raters for the PCS 2978 examination, and is also asking that the Commission interpret Sunshine Ordinance disclosure requirements.	GSA	Directed him to the Sunshine Ordinance Task Force complaint procedures, explained that the matter is not appealable but that the Commission would undertake an inspection service into the test administration to ensure that it was based on fair, merit-based procedures and criteria. Assigned to SE for review. JJ		
9	11/8/2013	1	Complaint regarding possible physical abuse by a downtown business against a disabled employee.		Referred the matter to the Mayor's Office on Disability and the OLSE, as the issues are outside the Commission's jurisdiction. -JJ	11/12/2013	Y
9	11/19/2013	1	Dept. has not responded to her request to remove disciplinary documentation from many years ago from her employee personnel file; MOU says she must submit request to CSC to have the documents removed; no action or suspension occurred	MTA	MTA responded on 10-29-13 stating they are complying with MOU and removing old disciplinary documents from many years ago. SE	11/19/2013	Y
10	11/19/2013	1	Requested guidance on how to obtain information regarding the reason an individual was rejected during the backgrounding process, and how to file a discrimination complaint based on veteran status.	SFPD	Responded with requested information on the Rules and appeal processes, and provided the requisite forms for complaints. JJ	11/19/2013	Y
7	11/21/2013	1	Appointee was not on the eligible list and not all reachable eligibles were notified	REC	Confirmed that Dept contacted all reachable and alternate ranks up to rank 30; appointee became reachable after no response from reachable ranks, refusals or no show SE		
8	11/22/2013	1	Requested guidance and information regarding the City's classification plan.		Responded with requested information on the Civil Service Rules regarding the classification plan and examination announcements. JJ	11/25/2013	Y
2	11/25/2013	1	Inquired about the examination process and appeal rights regarding background rejections. Also inquired about the background review process at the DEM and other departments.	DEM	Responded with the requested information. -JJ	11/26/2013	Y
1	11/22/2013	1	Inquired as to the rights of TCS employees, and particularly those appointed from Redevelopment Agency-Only Priority Eligible Lists.		Responded with the requested information. -JJ	11/26/2013	Y
1	12/4/2013	1	Appointee was hired off an expired PBT Eligible List from another dept.; others were not informed that the dept. was hiring for this promotional position	MTA	MTA used PBT Eligible List with approval from DHR; Certified Eligible List was extended; all reachable eligibles and alternates up to rank 30 were contacted SE		
8	12/15/2013	1	Current PCS 0923 position mirrors the newly created PEX 0831 position; dept. hired 10 new PEX positions to bypass merit system hiring process	HSS	JJ/SE		
1	12/19/2013	1	He has been referred to several departments from the eligible list but has not been selected; he is seeking information regarding certification rules and the post-referral selection process.		Responded with the requested information. -JJ	12/19/2013	Y
1	12/26/2013	1	On 9139 Transit Supervisor Eligible List but was informed by a mgr that they did not qualify for the position	MTA	SE		



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Date: February 3, 2014

To: Civil Service Commission

Through: Jennifer Johnston *JJ*
Executive Officer

From: Sandra Eng *SE*
Assistant Executive Officer

Subject: **Fiscal Years 2014-16 Civil Service Commission Budget Request**

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

Introduction

At its meeting of January 6, 2014, the Commission directed the Executive Officer to finalize the Fiscal Years 2014-16 Budget Request and to negotiate with the Office of the Mayor and the Controller to ensure that the Commission's budget sufficiently supports anticipated service and staff levels to continue its Charter-mandated functions. On January 9, 2014, the budget system became available and provided departments with the projected costs in salaries, fringe benefits, and services of other departments for Fiscal Years 2014-16. This staff report provides a more detailed overview of the Commission's budget with the updated figures.

Allocation of Fiscal Resources

The Charter provides the Commission with general powers and duties to adopt Rules, policies and procedures to carry out the civil service system provisions of the Charter.

All of the Commission's fiscal resources are allocated to performing its Charter mandated duties and functions. The Department's resources are allocated for staff, services of other departments, materials and supplies, and professional services. Professional services include lease of copier/printer, equipment maintenance and when needed, court reporter and transcribing services, and hearing officers. The staff resource of 6.0 FTE positions is incorporated in carrying out the duties of the Commission.

The work conducted by the Civil Service Commission and its staff affects the human resources operations of all City departments, the Municipal Transportation Agency and the School and Community College Districts and includes, but is not limited to:

- providing merit system review and audit;

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 7

- conducting hearings on appeals on examinations, eligible lists, minimum qualifications, discrimination complaints, future employment with the City, and other merit system matters under its jurisdiction;
- setting policy on merit system issues;
- hearing reports on the operation of the merit system;
- approving contracting out based on the scope of services;
- streamlining and modernizing the Rules;
- providing an Inspection Service to applicants, employees, departmental representatives, union representatives and members of the public and recommend remedial action when applicable;
- publishing merit system informational materials;
- setting salaries of elected officials and Board of Supervisors; and
- conducting training and outreach on the merit system.

Mayor's Office Instructions

As previously indicated, department's January 6th staff report, departments have been instructed to propose the following ongoing reductions in General Fund Support:

- A 1.5% reduction in General Fund Support for FY 2014-15, which is a reduction in the amount of \$9,620;
- A 1% reduction in General Fund Support for FY 2015-16, which is a reduction in the amount of \$6,317;
- An additional contingency reduction of 1% in FY 2015-16, which is a reduction in the amount of \$6,317; and
- Not to increase staffing for Fiscal Years 2014-16.

The Commission's budget allocation previously approved for Fiscal Year 2014-15 is \$951,361, with \$641,361 of that amount consisting of General Fund Support. A 1.5% decrease (or \$9,620 reduction) would decrease the Commission's General Fund Support to \$631,741 in Fiscal Year 2014-15. An additional 1% decrease (or \$6,317 reduction) would decrease the Commission's General Fund Support to \$625,424 in Fiscal Year 2015-16.

The Department has worked with budget reductions in previous years and has faced serious challenges in the ability to continue its core functions as mandated by the Charter. In previous years, the Department eliminated one position; decreased the use of professional services such as hearing officers, court reporters and transcribers, reduced the budget for materials and supplies, and decreased the services of other departments. The Department now performs many functions in-house; producing copies of Commission documents; and duplication and distribution of all CSC notices of actions, meetings and minutes.

Proposed Budget Request

Due to labor negotiations, it is not yet known if there will be a change in salaries. The budget system projects salaries to increase by \$7,043 in FY 2014-15 and an additional \$2,153 in FY

2015-16. Fringe benefit costs are projected to increase by \$20,462 in FY 2014-15 bringing the department's fringe benefits budget to \$265,403. Fringe benefits costs are projected to decrease by \$883 in FY 2015-16 bringing the department's fringe benefits budget to \$264,520. According to the Mayor's Office, retirement costs will peak in Fiscal Year 2014-15 and will start to fall in Fiscal Year 2015-16.

The Department has a budget of only \$3,395 for materials and supplies and \$10,300 for professional services. The budget for material and supplies is used to purchase necessary office supplies such as paper, printed Civil Service Commission envelopes, binders, and frames. Staff has increased the number of documents scanned to reduce its consumption of paper and envelopes, lower the costs for mailing and supplies, and reduce waste. For example, the public viewing binder for each meeting is scanned and posted on the Commission's website resulting in fewer public record requests for copies of meeting material. Professional services include the lease of the copier, number of copies printed, the document management system, business cards, and commendations. Although staff has continuously made efforts to reduce expenditures, the budget for professional services is not enough to include the hiring of a hearing officer, court reporter or transcriber if necessary.

The Department will seek to continue its expenditure recovery of \$310,000 through its work orders with other departments in order to avoid the need to further increase its General Fund budget amount.

Maintaining the Commission's objective to strengthen the operation of the City's merit system requires a significant amount of time and labor to meet with Commission stakeholders to review current issues and the effectiveness of the City's merit system procedures, which includes researching Commission history, applicable laws and best practices. Therefore, the Executive Officer will also attempt to negotiate an additional increase in the Commission's budget to support a work order with the City Attorney's Office (\$90,000) for legal research and opinions and a work order with the Department of Human Resources (\$74,322) for a part time 1244 Senior Personnel Analyst to research best practices in other jurisdictions to consider future proposed Commission Rule and policy changes.

Summary

The Department has made past budget reductions and continuously worked to maintain the necessary services to employees, City departments, employee organizations and the public. Commission staff emails scanned notices, agendas, minutes, staff reports, rule amendments, revised policy and procedures, and copies of letters to departments, employee organizations, and individuals to reduce expenditures of paper, envelopes, and postage and to expedite the communication process. The Department faces quite a challenge in submitting a 3.5% reduction in the Commission's FY 2014-16 Budget Request because the department must maintain its already bare-bones staffing of 6.0 FTE to continue its current service levels.

Therefore, the Executive Officer will not only seek to exempt the Commission from submitting the 3.5% budget reduction amount required by the Mayor's Office, but will also seek an increase

in the Department's budget to support future projected increases in salary and fringe benefits. The Executive Officer will also seek to negotiate an increase in the Commission's budget to support a work order with the City Attorney's Office and the Department of Human Resources for additional staff resource support.

With these increases, the Commission's FY 2014-15 Budget Request total is \$1,114,091, with the Department requesting General Fund Support of \$804,091 (a 25% increase over its actual FY 2013-14 budget amount) and continued expenditure recovery of \$310,000. For FY 2015-16, the Commission's Budget Request total is \$1,115,361 with the Department requesting General Fund Support of \$805,361 (an additional 1.5% increase over its FY 2014-15 budget request) and continued expenditure recovery of \$310,000.

Recommendation

Approve FY 2014-16 Budget Request; direct the Executive Officer to submit the Request to the Mayor and Controller by February 21, 2014.

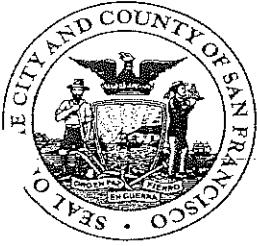
Attachment: CSC Proposed Fiscal Years 2014-16 Budget Request Comparison

CSC FY 2014-16 PROPOSED BUDGET REQUEST

**Comparison
General Fund Support**

	2013-14	2014-15		2015-16	
	Base GF Support	Budget Request	Difference (BR & GFS)	Budget* Request	Difference (BR & GFS)
001 - PERSONAL SERVICES					
001 Permanent*	561,690	568,733	7,043	570,886	2,153
005 Temporary	1,500	1,500	-	1,500	-
009 Premium	0	-	-	-	-
Sub-Total	563,190	570,233	7,043	572,386	2,153
013 - FRINGE BENEFITS					
013 Fringes**	244,941	265,403	20,462	264,520	-883
TOTAL	808,131	835,636	27,505	836,906	1,270
027 - PROFESSIONAL SERVICES					
Hearing Officer Services/ALJ	1,000	1,000	-	1,000	-
Court Reporters/Transcripts	800	800	-	800	-
Copier/Printer/Fax (Ricoh)	4,400	4,400	-	4,400	-
Document Management System (Ricoh)	3,600	3,600	-	3,600	-
Other Miscellaneous	500	500	-	500	-
Sub-Total	10,300	10,300	-	10,300	-
040 - MATERIALS AND SUPPLIES					
040 Materials and Supplies	3,395	3,395	-	3,395	-
Sub-Total	3,395	3,395	-	3,395	-
081 - SERVICES OF OTHER DEPTS					
081 Human Resources 081H8	25,100	25,100	-	25,100	-
081 Human Resources (1244) 081H4	0	74,322	74,322	74,322	-
081 TIS-Telephone 081ET	2,802	2,879	77	2,879	-
081 DT Enterprise Allocation CI	9,219	8,904	(315)	8,904	-
081 Purchasing Mail Services 081PM	4,340	4,340	-	4,340	-
081 Purchasing Repro 081PR	762	762	-	762	-
081 GF Rent Paid to Real Estate	58,453	58,453	-	58,453	-
081 City Attorney's Office 081CT	0	90,000	90,000	90,000	-
Sub-Total	100,676	264,760	164,084	264,760	-
TOTAL BUDGET	922,502	1,114,091	191,589	1,115,361	1,270
BASE GENERAL FUND SUPPORT	612,502	804,091	191,589	805,361	1,270
Expenditure Recovery	-310,000	(310,000)		(310,000)	
Public Transportation	-140,000	(140,000)		(140,000)	
PUC	-170,000	(170,000)		(170,000)	
General Fund Support Approved LY	612,502	641,361		625,424	
GENERAL FUND SUPPORT TARGET FOR FY 2014-16		631,741		625,424	
Difference (GFS-GFST)		(172,350)		(179,937)	
Difference in %		-21.4%		-22.3%	

PREVIOUS STAFF REPORT
SUBMITTED ON JANUARY 6, 2014



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
 MAYOR

Date: January 6, 2014

To: Civil Service Commission

Through: Jennifer Johnston
 Executive Officer

From: Sandra Eng
 Assistant Executive Officer

Subject: **Fiscal Years 2014-15 and 2015-16 Mayor's Budget Instructions and Department Budget Preparation Schedule**

I. Schedule of Commission Budget Review

The Civil Service Commission (Commission) approved its Department Budget Planning Calendar at its meeting on December 16, 2013 as follows:

TARGET DATE	DESCRIPTION
December 12, 2013	Mayor's Budget Instructions for Fiscal Years 2014-15 and 2015-16 distributed to departments
December 19, 2013 - January 2, 2014	Preliminary Work: Preparation of Draft Budget Request
January 6, 2014	Civil Service Commission reviews and comments on Draft Budget Request
January 7, 2014 – January 29, 2014	Budget Preparation for February 3, 2014 Civil Service Commission meeting
February 3, 2014	Civil Service Commission review and approval of Budget Request
February 4, 2014 until Budget Submission Deadline	Changes made by Civil Service Commission incorporated and final Budget Request prepared
February 21, 2014	Civil Service Commission Budget Request submission due to Controller's Office
February 21, 2014	Civil Service Commission Budget Request submission due to Mayor's Office

Although the Mayor's Office did not issue its Budget Instructions until December 18, 2013, the Department began budget planning for Fiscal Years 2014-16 after receiving direction from the Commission to prepare the budget at anticipated service and staff levels.

THIS DOCUMENT IS UNCLASSIFIED
 DATE 01/14/14 BY [signature]

II. Budget Outlook for Fiscal Years 2014-15 and 2015-16

The Mayor's Office has estimated a budget shortfall of 100.7 million for Fiscal Year 2014-15 and an additional 17.6 million for Fiscal Year 2015-16. Local tax revenue (e.g., property tax, hotel tax, business tax) is estimated to continue to improve in both years and it is estimated that there will be significant changes in revenue outlook for the health department. Expenditures are expected to increase due to Fiscal Year 2014-15 adopted staffing, capital, equipment, and IT levels. Also unknown are any future increases in salaries and benefits resulting from labor negotiations, which will not conclude until spring of 2014.

III. Budget Plan to Meet Department Programs, Services and Goals

The Fiscal Years 2014-16 Budget Request must provide sufficient funding for the Commission to operate its function of overseeing the merit system to provide qualified persons for appointment to City and County service. In accomplishing its mission, the Commission administers three (3) programs, encompassing the essential core functions of its Charter mandates: 1) Appeals and Requests for Hearings, Rules, Policies, and Administration; 2) Merit System Review, Inspection Services and Audit; and 3) Employee Relations Ordinance Administration. The Appeals and Requests for hearings, Rules, policies, are maintained and administered by the Commission to ensure compliance with merit system rules, policies, and procedures. Audits and Inspection Services provide oversight on the departments' application of the merit system rules, regulations, policies, and procedures and will also identify where training and the type of resources are needed. The Department also administers the Employee Relations Ordinance in requests for representation elections, decertifications, mergers, affiliations, and the administration of unfair labor practice charges involving peace officers.

To advance the Commission's objective to modernize and strengthen the operation of the City's merit system, the Department will continue in Fiscal Years 2014-2015 and 2015-2016 to work to update and revise as appropriate the Civil Service Commission's Rules, policies and procedures. Such efforts require not only a significant amount of staff time and resources to meet with Commission stakeholders to review current issues and the effectiveness of the City's merit system procedures, but also to research Commission history, applicable laws and best practices.

As such, the Department will be requesting a budget allotment that will not only support its existing staff and resources, but that will support additional services of the City Attorney Office and a part-time Senior Personnel Analyst through a work order arrangement with the Department of Human Resources.

IV. Gap between Budget Request and Baseline Target

Last year, all City departments budgeted for two fiscal years (Fiscal Years 2013-15). Although the budget for Fiscal Year 2014-15 was approved last year, it is open for changes in the subsequent budget cycle to allow departments to adapt to the two-year budget process.

The Mayor has again directed City Departments to propose ongoing reductions of General Fund Support in an amount of up to 3.5% over the next two fiscal years (a 1.5% reduction in Fiscal Year 2014-15, an additional 1.0% in Fiscal Year 2015-16, and an additional contingency reduction of 1% in Fiscal Year 2015-16). Additionally, the Mayor's Office directed departments not to increase staffing for Fiscal Years 2014-16.

The Commission's budget allocation previously approved for Fiscal Year 2014-15 is \$951,361 with \$641,361 General Fund Support. A 1.5% or \$9620 reduction will decrease General Fund Support to \$631,741 for Fiscal Year 2014-15. An additional 1% or \$6317 reduction will decrease General Fund Support to \$625,424 for Fiscal Year 2015-16.

The total reduction of \$15,937 in General Fund Support for Fiscal Years 2014-16 assumes the continuation of the Interdepartmental Recovery amount of \$310,000. Should the Recovery amount not be continued, the Commission's budget would be reduced by \$325,937 or 34% of its total budget for Fiscal Years 2014-16.

V. Impact of Budget Reduction

All of the Commission's fiscal resources are allocated to performing its Charter mandated duties and functions. The Department's resources are allocated for staff, services of other departments, materials and supplies, and professional services. Services of other departments include the Department of Human Resources, Real Estate, Reproduction and Mail Services, and Department of Technology (DT). Professional services include lease of copier/printer, document management system, equipment maintenance and when needed, court reporter and transcribing services, and hearing officers. The staff resource of 6.0 FTE positions is incorporated in carrying out the duties of the Commission.

The proposed budget reduction would not only affect the department's plan in meeting its goals, it would also mean the loss of 1 FTE in this small Department of 6.0 FTE which would have a devastating impact in the vital merit system oversight provided by the Civil Service Commission as mandated by the Charter; as such, the Executive Officer will ardently advocate for sufficient funding to support the Commission's current full complement of staff.

VI. Summary of Fiscal Years 2014-16 Budget Request

As indicated, the Executive Officer will be requesting that the Commission not be required to reduce its budget by 3.5% as instructed by the Mayor's Office so that the Department can remain at current staff and resources levels. In addition, given the Mayor's directive to not increase staffing levels, the Executive Officer will request new funding to support additional services from the City Attorney's Office for legal research and opinions (\$50,000), and funding to support a work order through the Department of Human Resources to fund a part-time 1244 Senior Personnel Analyst (\$50,000) for the purpose of researching best practices in other jurisdictions to inform future proposed Commission Rule and policy changes.

The Commission's Fiscal Year 2014-15 Budget Total is \$1,054,361, with the department requesting General Fund Support in the amount of \$744,361. This will constitute an increase in General Fund Support by \$103,000, and require continued expenditure recovery of \$310,000 through work orders with other departments.

As for the Commission's Fiscal Year 2015-16 Budget, City departments do not have access to the base budget for Fiscal Year 2015-16 at this time; however it is estimated that there will be an increase in salary and benefit cost growth. Although we know there will be some increase in our operating budget, we at this time do not know by how much.

VII. Recommendation

Direct the Executive Officer to: continue to negotiate with the Office of the Mayor and the Controller to ensure that the Commission's budget sufficiently supports anticipated service and staff to continue its Charter mandated functions; finalize the Fiscal Years 2014-16 Budget Request; incorporate changes made by the Commission and submit the Fiscal Years 2014-16 Budget Request to the Controller and the Mayor by February 21, 2014.

Attachment: CSC Proposed Fiscal Years 2014-16 Budget Request Comparison

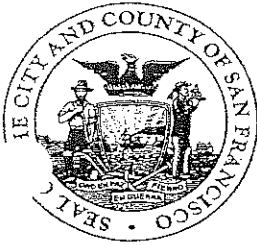
CSC FY 2014-16 PROPOSED BUDGET REQUEST

Comparison
General Fund Support

	2013-14	2014-15		2015-16	
	Base GF Support	Budget Request	Difference (BR & GFS)	Budget* Request	Difference (BR & GFS)
001 - PERSONAL SERVICES					
001 Permanent*	561,690	569,091	7,401	569,091	-
005 Temporary	1,500	1,500	-	1,500	-
009 Premium	0	-	-	-	-
Sub-Total	563,190	570,591	7,401	570,591	0
013 - FRINGE BENEFITS					
013 Fringes**	244,941	266,638	21,697	266,638	0
TOTAL	808,131	837,229	29,098	837,229	0
027 - PROFESSIONAL SERVICES					
Hearing Officer Services/ALJ	1,000	1,000	-	1,000	-
Court Reporters/Transcripts	800	800	-	800	-
Copier/Printer/Fax (Ricoh)	4,400	4,400	-	4,400	-
Document Management System (Ricoh)	3,600	3,600	-	3,600	-
Other Miscellaneous	500	500	-	500	-
Sub-Total	10,300	10,300	-	10,300	-
040 - MATERIALS AND SUPPLIES					
040 Materials and Supplies	3,395	3,395	-	3,395	-
Sub-Total	3,395	3,395	-	3,395	-
081 - SERVICES OF OTHER DEPTS					
081 Human Resources 081H8	25,100	75,100	50,000	75,100	-
081 TIS-Telephone 081ET	2,802	2,802	-	2,802	-
081 DT Enterprise Allocation CI	9,219	9,219	-	9,219	-
081 DT Virtual Server (for 2014-16)	-	3,000	3,000	3,000	-
081 Purchasing Mail Services 081PM	4,340	4,340	-	4,340	-
081 Purchasing Repro 081PR	762	523	(239)	523	-
081 GF Rent Paid to Real Estate	58,453	58,453	-	58,453	-
081 City Attorney's Office	-	50,000	50,000	50,000	-
Sub-Total	100,676	203,437	102,761	203,437	-
TOTAL BUDGET	922,502	1,054,361	131,859	1,054,361	0
BASE GENERAL FUND SUPPORT	612,502	744,361	131,859	744,361	0
Expenditure Recovery	-310,000	(310,000)		(310,000)	
Public Transportation	-140,000	(140,000)		(140,000)	
PUC	-170,000	(170,000)		(170,000)	
General Fund Support Approved LY	612,502	641,361		625,424	
GENERAL FUND SUPPORT TARGET FOR FY 2014-16		631,741			
Difference (GFS-GFST)		(112,620)		(118,937)	
Difference in %		-15.1%		-16.0%	

*As of December 31, 2013, the department has not yet received the estimated costs for salary and benefits from the Mayor's Office for Fiscal Year 2015-16.

PREVIOUS STAFF REPORT
SUBMITTED ON DECEMBER 16, 2013



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Date: December 16, 2013

To: Civil Service Commission

Through: Jennifer Johnston *JN*
Executive Officer

From: Sandra Eng *SE*
Assistant Executive Officer

Subject: Fiscal Years 2014-15 and 2015-16 Mayor's Budget Instructions and Department Budget Preparation Schedule

Departments are required to submit a Two-Year Budget Plan for Fiscal Years 2014-15 and 2015-16. This report outlines the Civil Service Commission Budget Request.

I. Planning Calendar

The Mayor's Office has not yet issued its Budget Instructions for FY 2013-14 and 2014-15 but tentatively has a meeting scheduled for December 12, 2013. All departments, including the Civil Service Commission, are required to submit their respective Budget Plan to the Office of the Controller and the Office of the Mayor on February 21, 2014.

TARGET DATE	DESCRIPTION
December 12, 2013 (tentative date)	Mayor's Budget Instructions for Fiscal Years 2014-15 and 2015-16 distributed to departments
December 12, 2013 - January 2, 2014	Preliminary Work: Preparation of Draft Budget Request
January 6, 2014	Civil Service Commission reviews and comments on Draft Budget Request
January 7, 2014 - January 29, 2014	Budget Preparation for February 3, 2014 Civil Service Commission meeting
February 3, 2014	Civil Service Commission review and approval of Budget Request
February 4, 2014 until Budget Submission Deadline	Changes made by Civil Service Commission incorporated and final Budget Request prepared
February 21, 2014	Civil Service Commission Budget Request submission due to Controller's Office
February 21, 2014	Civil Service Commission Budget Request submission due to Mayor's Office

II. Budget Outlook for Fiscal Years 2014-15 and 2015-16

After the meeting with the Mayor's Office, the department will be informed of its budget target for the next two (2) fiscal years. Agreements after labor negotiations and benefit cost growth will not be known until 2014.

TUESDAY, DECEMBER 17, 2013
CALENDAR # 10

III. Fiscal Year 2013-14 Overview

A. Summary of Current Fiscal Year 2013-14

Below is a final Fiscal Year 2013-14 (current) Civil Service Commission Budget. The total budget allocation was \$922,502, of which \$612,502 was General Fund Support. The remaining support consisted of Interdepartmental Expenditure Recovery totaling \$310,000.

This budget supports the administration of the three (3) major programs that are essential core functions of the Commission's Charter mandate: 1) Appeals and Requests for Hearings, Rules, Policies, and Administration; 2) Merit System Review, Inspection Services and Audit; and 3) Employee Relations Ordinance Administration.

Account	FY 2013-14 Adopted Budget	Total
Salary and Fringe Benefits		
Permanent Salaries	563,190	
Temporary Salaries	1,500	
Mandatory Fringe Benefits	244,941	
	Sub-total	808,131
Professional Services	10,300	
Material and Supplies	3,395	
Services of Other Departments	100,676	
	Sub-total	114,371
General Fund Support		612,502
Interdepartmental Recovery		310,000
Total Budget Appropriation		922,502

B. Fiscal Year 2013-14 Staffing

The Commission's Fiscal Year 2013-14 budget includes a budgeted staff of 6.0 FTE:

- Two Administrators
 - Executive Officer (Job Code 0961 Executive Officer, CSC)
 - Assistant Executive Officer (Job Code 0951 Deputy Director I)
- One Professional
 - Merit System Review/Audit and Employee Relations Ordinance Administrator (Job Code 1244 Senior Personnel Analyst)
- Three Technical and Support Staff
 - Rules, Personnel & Office Coordinator (Job Code 1203 Personnel Technician)
 - Appeals Coordinator (Job Code 1840 Junior Management Assistant)
 - Administrative Staff Assistant (Job Code 1426 Senior Clerk Typist)

IV. Fiscal Year 2014-15 and Fiscal Year 2015-16 Budget Request

As indicated, the current Fiscal Year 2013-14 budget allocation for the Civil Service Commission is \$922,502, of which \$612,502 is General Fund Support. As of the submission date of this staff report, December 11, 2013, the departments have not yet received the Fiscal Years 2014-16 Budget Instructions from the Mayor's Office. Benefit cost growth will not be known until 2014.

The Budget Request for Fiscal Years 2014-15 and 201-16 must provide sufficient funding for the Civil Service Commission to operate its function of overseeing the merit system and Rule-making authority to provide qualified persons for appointment to City and County service. Commission staff will prepare the budget request without affecting the services required of the Civil Service Commission. The loss of 1 FTE in this small Department of 6.0 FTE would have a devastating impact in the vital merit system oversight provided by the Civil Service Commission as mandated by the Charter; as such, the Executive Officer will ardently advocate for sufficient funding to support the Commission's current full complement of staff

V. Recommendation

Direct Commission staff to prepare Fiscal Years 2014-15 and 2015-16 Budget Request at current service and staff levels; continue to negotiate amounts; present Budget Request at the Commission meeting of January 6, 2014; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit the Fiscal Years 2014-15 and 2015-16 Budget Request to the Controller and the Office of the Mayor by February 21, 2014.