



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

AGENDA
Regular Meeting
December 16, 2013

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

WALTER C. JOHNSTON
EXECUTIVE OFFICER

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

SEPARATIONS AGENDA

CLOSED SESSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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.

Civil Service Commission Meeting Agenda

Regular Meeting of December 16, 2013

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
December 16, 2013
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 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 December 2, 2013

Recommendation: Adopt the minutes.

(4) **ANNOUNCEMENTS**

Announcement of changes to the agenda.

Other announcements.

HUMAN RESOURCES DIRECTOR'S REPORT

(5) **Conviction History Program Overview. (File No. 0331-13-1) – Action Item**

Recommendation: Accept the presentation.

EXECUTIVE OFFICER'S REPORT

(6) **Department's Fiscal Years 2014-15 and 2015-16 Budget Preparation Schedule. (File No. 0335-13-1) – Action Item**

Recommendation: Adopt the Report. Direct Commission staff to prepare the Department’s Fiscal Years 2014-15 and 2015-16 Budget Request at current service and staff levels, continue to negotiate amounts, present the Department’s Budget Request at the Commission meeting of January 6, 2014 and incorporate changes made by the Commission up to the Budget Request submission deadline.

RATIFICATION AGENDA

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

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0333-13-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4054-13/14	Children, Youth & Families	\$1,300,000	DCYF seeks a fiscal intermediary to provide fiscal and human resources support for the Youth Empowerment Fund. The Youth Empowerment Fund is a funding stream established by the Children's Amendment. The Children's Amendment states that a minimum of three percent of the Children's Fund must be spent on youth-initiated projects. These funds are referred to as the Youth Empowerment Fund. DCYF seeks to contract with a fiscal intermediary that can provide fiscal management for mini-grants to youth-initiated projects, hire and support youth interns to act in an advisory capacity to the Fund and to manager annual youth-led events.	Regular	6/30/2016
4055-13/14	Public Utilities Commission	\$8,000,000	A pool of qualified as-needed consultants will support the San Francisco Public Utilities Commission’s (SFPUC) efforts to implement the Commission approved Community Benefits Policy across the agency and throughout the Sewer System Improvement Program (SSIP), a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system that promotes community benefits, economic inclusion, and environmental justice.	Regular	12/31/2021
4056-13/14	Public Library	\$1,100,000	BiblioCommons is a "Software as a Service" solution to deliver a "social discovery" experience and a much improved search to public library Catalog users. "Social discovery" allows users to comment on materials in the collection. BiblioCommons employees will review comments flagged by users and implement next steps, which may include notification and removal.	Regular	6/1/2020
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

Civil Service Commission Meeting Agenda

Regular Meeting of December 16, 2013

4058-13/14	Municipal Transportation Agency	\$200,000	The contractor will conduct executive searches to identify, assess and recruit candidates for five high-level specialized management positions at the San Francisco Municipal Transportation Agency (SFMTA). Services will include: developing search strategies; identifying and recruiting potential candidates; evaluating interested candidates; presenting final candidates; and performing follow-up duties as required.	Regular	12/31/2014
4038-10/11	Police	Current Approved Amount \$700,000 Increase Amount Requested \$618,000 New Total Amount Requested \$1,318,000	Contractor will provide technical support via telephone and E-Mail. Contractor will also provide monitoring of the system with proactive remedies to any problems that arise along with software updates and upgrades. Refresher training, forensic reports and expert witness testimony will also be provided. Contractor will also provide repair and replacement for any components damaged by weather, problems with telephone line connections, problems with unforeseen growth of foliage and any other causes that are uncontrollable by the contractor.	Modification	9/1/2016
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
4096-05/06	Public Health	Current Approved Amount \$1,310,000 Increase Amount Requested \$812,500 New Total Amount Requested \$2,122,500	Therapeutic apheresis is a procedure in which the patient's blood is collected using automated US Food and Drug Administration (FDA) - approved devices, separated into its components (Red Blood Cells [RBC], White Blood Cells [WBC], Platelets and/or plasma) and filtered. The suspected pathologic component is discarded, and the remaining components are returned to the patient along with replacement fluids. Auto transfusion services are used in an effort to reduce allogeneic (blood from a donor) blood transfusion. It is indicated in a variety of surgical procedures whenever major blood loss is anticipated and it is the only acceptable method of transfusion for Jehovah's Witnesses patients because blood remains in continuity within the auto transfusion circuit.	Modification	6/30/2019
4105-10/11	Public Health	Current Approved Amount \$6,200,000 Increase Amount Requested \$3,790,000 New Total Amount Requested \$9,990,000	Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.	Modification	12/31/2016

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.

- (8) **Department of Human Resources' 2013 Workforce Utilization Analysis Report. (File No. 0334-13-1) – Action Item**

Recommendation: Accept the report.

REGULAR AGENDA

- (9) **Proposed Amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II Rule 211 – Examinations.**
(File No. 0298-13-5) – Action Item

November 18, 2013: Adopted the Executive Officer’s report. Directed the Executive Officer to post the proposed revisions to Civil Service Rule 211–Examinations in accordance with the Charter and Civil Service Rules.
(Vote of 4 to 1; Commissioner Rocanova dissented.)

Recommendation: Adopt the Executive Officer’s report. Adopt the proposed amendments to Civil Service Rule Series 211, Examinations.

- (10) **Preliminary Work Plan: Salary Setting for the City and County of San Francisco Board of Supervisors for a Five (5) Year Cycle, Effective July 1, 2014 through June 30, 2019, In Accordance with Charter Section 2.100.** (File No. 0332-13-1) – Action Item

Recommendation: Adopt the report.

SEPARATIONS AGENDA

- (11) **Request for hearing by Marcus Campos on his Future Employment Restrictions with the Department of Public Health.** (File No.0233-13-7) – Action Item

Recommendation: Adopt the report. Deny the appeal by Marcus Campos of his Future Employment with the Department of Public Health.

- (12) **Request for Hearing by Lock Kwan on his Future Employment Restrictions with the City and County of San Francisco.**
(File No. 0046-12-7) – Action Item

October 21, 2013: Continued to a future meeting date to be scheduled within 60 days so that the San Francisco Public Utilities Commission and Lock Kwan may address the questions raised by the Commission. (Vote of 5 to 0)

Recommendation: Adopt the report. Deny the appeal by Lock Kwan of his Future Employment with the City and County of San Francisco.

CLOSED SESSION AGENDA

- (13) **Public comment on all matters pertaining to Items #14 through #18.**

- (14) **Vote on whether to hold Item #16 in Closed Session – Action Item.**
Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b))

- (15) **Vote on whether to hold Item #17 in Closed Session – Action Item.**
Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b))

- (16) **Closed Session – Appeal by Jason Cardoza of his Background Rejection for a 1934 Storekeeper Position with the San Francisco Police Department.**
(File No. 0205-13-4) – Action Item

October 7, 2013: Postponed to a future meeting when the matter may be heard in Closed Session.

Recommendation: Adopt the report; deny the appeal by Jason Cardoza.

- (17) **Closed Session – Appeal by Aaron Lampkin of his Background Rejection for a 9209 Police Service Aide Position with the San Francisco Police Department.**
(File No. 0185-13-4) – Action Item

October 7, 2013: Postponed to a future meeting when the matter may be heard in Closed Session.

Recommendation: Adopt the report; deny the appeal by Aaron Lampkin.

- (18) **Reconvene in Open Session.**

a) **Vote to elect whether to disclose any or all discussions held on Item #16 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

b) **Vote to elect whether to disclose any or all discussions held on Item #17 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

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

- (20) **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
December 2, 2013

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

2:08 p.m.

ROLL CALL

President Scott R. Heldfond	Excused (Notified Absence)
Vice President E. Dennis Normandy	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Gina Roccanova	Present

Vice President E. Dennis Normandy presided.

The Commission had a moment of silence in memory of Anita Sanchez, former Executive Officer of the Civil Service Commission.

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

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of November 18, 2013

Action: Adopted the minutes. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 3

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

Micki Callahan, Human Resources Director, announced that the Department of Human Resources' Workers' Compensation Program is in the process of implementing components of SB863. Ms. Callahan also reported that the City and County of San Francisco's Workers' Compensation costs compare favorably to those of other jurisdictions throughout the state.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Jennifer Johnston, Executive Officer, announced the upcoming semi-annual Merit System Training to be held on December 17, 2013 for City employees. She noted the growing number of managers interested in attending, and will report the total number of RSVPs at the next meeting. Ms. Johnston encouraged City employees who are interested in attending the training to contact the Civil Service Commission office for more information.

**0313-13-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4053-13/14	Municipal Transportation Agency	\$24,700,000	The consultant will provide proprietary software and hardware for the Advanced Train Control System (ATCS) to automatically control the movements of the trains within Central Subway. This system is similar to the existing ATCS currently used in the Muni Metro Subway. The consultant will configure, program, upgrade, and expand the system so that the new train control systems computerize the automatic movement of the trains within the Central Subway to work with the existing Muni Metro system. The contract duration is a result of working within the scope of service of the larger construction contract. The development portion of the work is within the first two years with the implementation and testing phase to be done in the last 18 months prior to start of revenue services.	Regular	12/31/2018
44422-13/14	Airport Commission	\$3,000,000.00	Contractor will provide architectural and engineering support services for facilities improvements at San Francisco International Airport (SFO), including but not limited to maintenance tasks in the schematic, design, development, and construction support phases. Contractor will be required to work on time sensitive tasks initiated through the Design, Construction and Technology Division's Help Requests as approved by the Airport Deputy Director. A Contractor with airport expertise is needed to ensure proper and timely development and implementation of tasks.	Regular	1/31/2019
43208-13/14	Airport Commission	\$16,000,000.00	Project Management Support Services (PMSS) teams with experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program (T1 Program) Enabling Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following enabling projects: 1) Temporary Boarding Area B and Passenger Security Screening Checkpoint; 2) South Field demolition and hazardous material abatement; 3) Utility infrastructure upgrades and relocations; 4) Security and Special Systems improvements; 5) Various airport, airline, and agency related tenant relocations; and 6) South Field facility relocations, including the vehicle screening checkpoint, emergency response facility, aircraft taxi lanes, Ground Transportation Unit, Airport Commission car wash, gas station, and radio shop.	Regular	12/1/2018

Civil Service Commission Meeting Minutes

Regular Meeting of December 2, 2013

49930-13/14	Airport Commission	\$8,000,000.00	Contractor will provide program management support services for the San Francisco International Airport's (SFO) multi-year phased Consolidated Administration Campus (CAC) Program, including but not limited to: program planning (development of a design guideline, master plan redevelopment, market analysis, reporting, scheduling/phasing and budgeting); design management; document control (including contracts management); and constructability review.	Regular	12/31/2021
4125-11/12	Sheriff	Current Approved Amount \$1,150,000 Increase Amount Requested \$0 New Total Amount Requested \$1,150,000	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to incarceration. Services include adjunct case management to monitor inmate's outpatient participation in substance abuse or mental health programs and urinalysis to monitor sobriety.	Modification	3/31/2014
4026-06/07	Controller	Current Approved Amount \$1,035,000 Increase Amount Requested \$500,000 New Total Amount Requested \$1,535,000	In 2006, the City selected JobAps through a Request for Proposals (RFP) process to provide the City a website and web-based vendor-hosted job application system. The City currently uses JobAps to post, accept and process job applications, including examinations, as an integral component of the City's hiring/referral process. The JobAps applications is integral to Project eMerge's ability to implement a full-service Human Capital Management system that satisfies the City's civil service employee appointment business requirements. Additionally, the application furthers the cloud computing direction of the City. The JobAps contract requires an annual hosting fee. On an as-needed basis, JobAps must configure the proprietary system to meet the City's changing business requirements.	Modification	01/31/2016
3071-12/13	Economic and Workforce Development	Current Approved Amount \$49,900 Increase Amount Requested \$103,100 New Total Amount Requested \$153,000	The Office of Economic and Workforce Development (OEWD) is working with the Golden State Warriors to build a multi-purpose venue on Piers 30-32 and on Seawall Lot 330. A16-member Citizen Advisory Committee (CAC) has been established to solicit public feedback and provide recommendations around various topics pertaining to the proposal. To this end, OEWD requires consultation assistance in facilitating, gathering, and synthesizing information from multiple CAC meetings; requiring coordination, interviews, and consistent communication with members and the City, technical support, developing a toolkit and templates to guide the committee and subcommittees, and in developing summaries of feedback and recommendations based on public/member input.	Modification	06/30/2015
3092-12/13	Economic and Workforce Development	Current Approved Amount \$49,900 Increase Amount Requested \$250,100 New Total Amount Requested \$300,000	The Office of Economic and Workforce Development (OEWD) is working with the Golden State Warriors to build a multi-purpose venue on Piers 30-32 and on Seawall Lot 330. To this end, OEWD requires assistance in evaluating and analyzing the project's impact on a qualitative basis. The in-depth real estate economic analysis is required to determine whether the proposed benefits and impacts are commensurate with the negotiation process with the developer.	Modification	06/30/2015

Note: Commissioner Roccanova requested to be recused from voting on PSC numbers 3071-12/13 and 3092-12/13 in order to avoid any appearance of impropriety, since her law firm represents parties in a similar seawall lot project.

Speakers: Paul Miyamoto, San Francisco Sheriff's Department, spoke on PSC #4125-11/12.
Lily Conover and Jack Wood, Office of the Controller, spoke on PSC #4026-06/07.

- Actions:**
- 1) Commissioner Roccanova was recused from voting on PSC numbers 3071-12/13 and 3092-12/13. (Vote of 4 to 0)
 - 2) Approved PSC numbers 3071-12/13 and 3092-12/13. (Vote of 3 to 0)
 - 3) Approved the request for all remaining PSCs. Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0314-13-8 Review of Request for Approval of Proposed Personal Services Contract Number 4025-13/14. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4025-13/14	Public Utilities Commission	\$5,000,000	The proposed work includes inspection and observation of testing of equipment, machinery and products to be furnished for Water and Wastewater Treatment Plants, water distribution and wastewater collection projects. Services include inspection, surveillance, sampling and testing of structural steel, fabricated steel pipe, mechanical and electrical equipment and large-diameter valves conducted at various procurement facilities, both national and international.	Regular	12/1/2018

November 18, 2013: PSC #4025-13/14 was postponed to the meeting of December 2, 2013 at the request of the Public Utilities Commission.

Speakers: None.

Action: Approved the request for PSC #4025-13/14. Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0315-13-1 Annual Report on Anticipated and Actual Numbers and Classifications of “Promotive Only” Examinations at the San Francisco Municipal Transportation Agency (SFMTA). (Item No. 9)

Speakers: None.

Action: Accepted the report. (Vote of 4 to 0)

0316-13-1 Department of Human Resources’ Future Employment Restrictions Report – January through June 2013. (Item No. 10)

Speakers: None.

Action: Accepted the report. (Vote of 4 to 0)

Public comment on all matters pertaining to Items #12 through #16. (Item No. 11)

Speakers: Inspector Frank Lee, the appellant scheduled to be heard in closed session, iterated that he has waived his right to confidentiality and requested that his item be heard in open session.

The Commission took a brief recess from 2:38 p.m. to 2:47 p.m. to allow Vice President Normandy and Executive Officer Johnston the ability to consult with the Deputy City Attorney.

Vote on whether to hold Item #14 in Closed Session—Action Item. (Item No. 12)

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

Note: The Commission did not vote on whether to hold Item #14 in closed session.

Speakers: None.

Vote on whether to hold Item #15 in Closed Session—Action Item. (Item No. 13)

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

Note: The Commission did not vote on whether to hold Item # 15 in closed session.

Speakers: None.

0334-10-6 Closed Session – Appeal by Frank Lee of the Human Resources Director’s Determination of Insufficient Evidence to Sustain His Claim of Discrimination Based on Race, Ethnicity and Retaliation. (Item No. 14)

April 1, 2013: The Commission voted to go into closed session. (Vote of 4 to 0)
The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

Action: The Commission voted to reschedule Item #14 to January 6, 2014, dependent upon availability of all parties, to allow Commission staff to notify the accused of the scheduled hearing and to confirm their decision not to waive their rights to confidentiality. (Vote of 4 to 0)

0355-10-6 Closed Session – Appeal by Frank Lee of the Human Resources Director’s Determination of Insufficient Evidence to Sustain His Claim of Discrimination Based on Race and Retaliation. (Item No. 15)

April 1, 2013: The Commission voted to go into closed session. (Vote of 4 to 0)
The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

Action: The Commission voted to reschedule Item #15 to January 6, 2014, dependent upon availability of all parties, to allow Commission staff to notify the accused of the scheduled hearing and to confirm their decision not to waive their rights to confidentiality. (Vote of 4 to 0)

The Civil Service Commission did not go into closed session. (Item No. 16)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 17)

Vice President Normandy requested that the Executive Officer, in consultation with Anita Sanchez's family members, study the possibilities of a tree planting and/or bench dedication ceremony in memory of Anita.

ADJOURNMENT (Item No. 18)

The Commission adjourned at 2:56 p.m. in the memory of Anita Sanchez.

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: December 16, 2013
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda
 Human Resources Director's Report X
4. Subject: Conviction History Program Overview
5. Recommendation: Accept the presentation
6. Report prepared by: Ted Yamasaki Telephone number: 415 557-4915
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: *Walter A. Coakley*

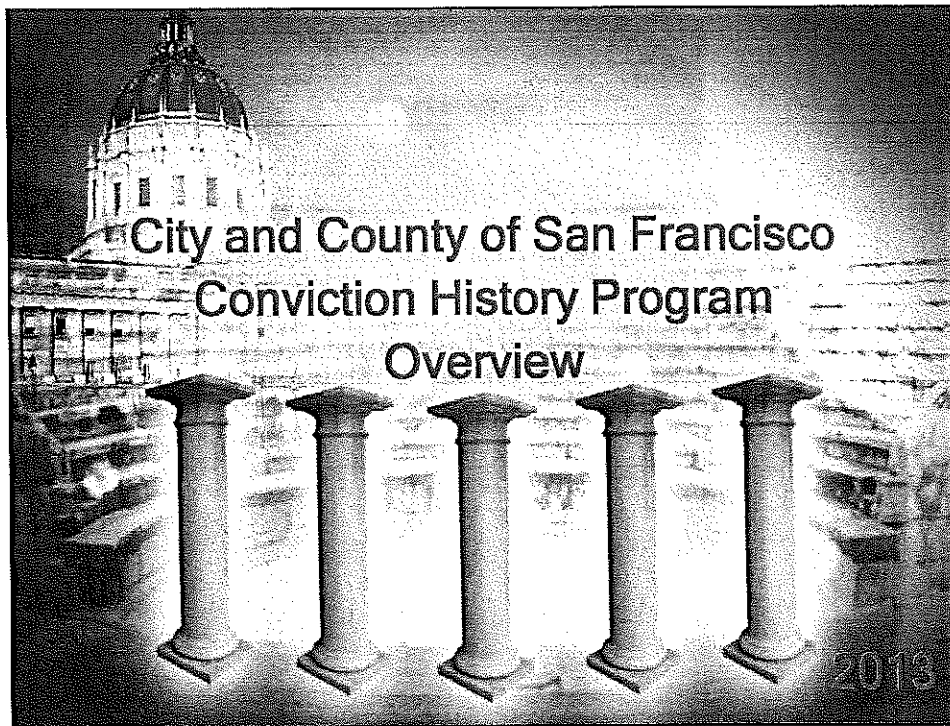
Date: 12/6/13
9. Submit the original time-stamped copy of this form and person(s) to be notified
(see Item 7 above) along with the required copies of the report to:

**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.

<u>CSC RECEIPT STAMP</u>

Attachment



Presentation Agenda

- Setting the Context for the Program
 - The Civil Service Commission Policy
 - The Equal Employment Opportunity Commission's Enforcement Guidance

- The Centralized Conviction History Program
 - Program Design
 - Implementation Updates

Civil Service Commission Policy

Adopted by the Civil Service Commission on January 17, 2006

- Persons with a criminal record are not automatically barred from employment with the City and County of San Francisco.
- The City and County of San Francisco shall review and consider criminal history as allowed by law in determining an applicant's qualifications, suitability, and merit for the classification and position for which he or she has applied.

(Civil Service Commission Disclosure and Review of Criminal History Records,
Retrieved from: <http://www.sfgov3.org/index.aspx?page=402>)

Civil Service Commission Policy

Adopted by the Civil Service Commission on January 17, 2006

- In reviewing an applicant's criminal history information, the City and County of San Francisco shall evaluate the information on a case-by-case basis, with due consideration given to the following factors:
 1. the nature and gravity of the offense;
 2. the degree to which the conviction is related to the duties and responsibilities of the classification and position for which the individual has applied;
 3. the time elapsed since the conviction;
 4. the age of the applicant at conviction;
 5. frequency of convictions;
 6. evidence of rehabilitation; and
 7. any other mitigating circumstances.

(Civil Service Commission Disclosure and Review of Criminal History Records,
Retrieved from: <http://www.sfgov3.org/index.aspx?page=402>)

Civil Service Commission Policy

Adopted by the Civil Service Commission on January 17, 2006

- The Civil Service Commission delegates to the Human Resources Director the authority to establish procedures for the collection, review, evaluation, and security of criminal history information and records. The Human Resources Director shall annually report to the Civil Service Commission on the operation of the policy.
- Decisions of the Human Resources Director /designee following investigation of protests filed for disqualification or discrimination based on criminal history (unless required by law) may be appealed to the Civil Service Commission in accordance with Civil Service Commission Rules.

(Civil Service Commission Disclosure and Review of Criminal History Records,
Retrieved from: <http://www.sfgov3.org/index.aspx?page=402>)

Program Context

In October 2005, the Board of Supervisors passed Resolution 764-05 to "Ban the Box"

- As a result, City applications no longer asked candidates to "check the box" indicating that they had a criminal history.
- Instead, candidates were asked, as part of the final selection process, to self-disclose their conviction history on a Conviction History Report Form to the hiring manager.
- Conviction history reviews were delegated to the hiring departments and confirmed through fingerprint checks by the Department of Human Resources.

Program Context - EEOC

In 2012, the Equal Employment Opportunity Commission (EEOC) issued an Enforcement Guidance Document (915.002): Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964.

- The purpose of the Enforcement Guidance was to consolidate and update the U.S. EEOC's guidance documents regarding the use of arrest or conviction records in employment decisions under Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e *et seq.*

Program Context - EEOC

EEOC Enforcement Guidance:

- An employer's use of an individual's criminal history in making employment decisions may, in some instances, violate the prohibition against employment discrimination under Title VII.
- While a conviction record will usually serve as sufficient evidence that a person engaged in particular conduct, the guidance cautions employers "there may be reasons for an employer not to rely on the conviction record alone when making an employment decision".

Program Context - EEOC

EEOC Enforcement Guidance:

- "A violation may occur when an employer treats criminal history information differently for different applicants or employees, based on their race or national origin (disparate treatment liability)"
- "An employer's neutral policy (e.g., excluding applicants from employment based on certain criminal conduct) may disproportionately impact some individuals protected under Title VII, and may violate the law if not job related and consistent with business necessity (disparate impact liability)".

Program Context - EEOC

EEOC Enforcement Guidance:

Two circumstances in which the Commission believes employers will consistently meet the "job related and consistent with business necessity" defense are as follows:

- The employer validates the criminal conduct exclusion for the position in question in light of the Uniform Guidelines on Employee Selection Procedures (if there is data or analysis about criminal conduct as related to subsequent work performance or behaviors);

Program Context -EEOC

EEOC Enforcement Guidance:

Two circumstances in which the Commission believes employers will consistently meet the "job related and consistent with business necessity" defense are as follows:

- The employer develops a targeted screen considering at least the nature of the crime, the time elapsed, and the nature of the job (the three factors identified by the court in *Green v. Missouri Pacific Railroad*, 549 F.2d 1158 (8th Cir. 1977)). The employer's policy then provides an opportunity for an individualized assessment for those people identified by the screen, to determine if the policy as applied is job related and consistent with business necessity.

Program Context - Green Factors

- 1975 *Green v. Missouri Pacific Railroad* held that it was discriminatory under Title VII for an employer to "follow the policy of disqualifying for employment any applicant with a conviction for any crime other than a minor traffic offense"
- The Eighth Circuit identified three factors that were relevant to assessing whether an exclusion is job-related. (Green Factors)
 - The nature and gravity of the offense or conduct
 - The time that has passed since the offense or conduct and or the completion of the sentence
 - The nature of the job held or sought

The Program Foundation

Institute a procedure that ensures the City selects the most qualified individuals for positions without unreasonably denying qualified individuals based solely on conviction history.

Program designed to ensure:

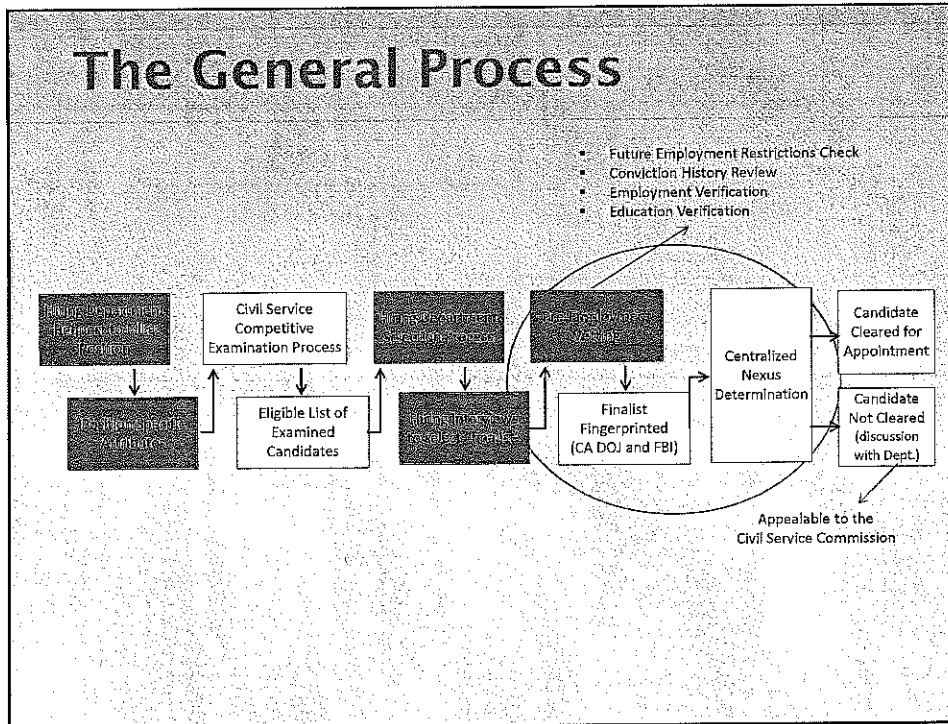
- Compliance with the Civil Service Commission Policy
 - Recency
 - Relevancy
 - Rehabilitation
- Alignment with the EEOC Enforcement Guidance
 - Green Factors

The Program Foundation

Conviction History Review centralized within DHR

- Eliminate self-disclosure of arrest or conviction history information from candidates
- Require hiring department to schedule fingerprinting of candidates as part of the pre-employment vetting process.
- Establish a position nexus and conviction history process -
 - The consistent and fair process of determining a candidate's suitability for a specific position based on conviction information.

The General Process



Position Specific Attributes (PSA)

Department identify PSAs for every position in their request to fill a vacancy. Standard PSAs include:

- Operate vehicle
- Work with vulnerable populations
- Work with public
- Work with animals
- Sign official documents
- Process cash, checks, credit cards
- Access to confidential information
- Access to electronic infrastructure
- Keys to living spaces or secured areas
- Work with pharmaceuticals
- Work with specific toxins
- Handle weapons
- Use valuable tools or equipment
- Vote tabulating equipment
- Other - defined by department

Conviction Categories

DHR established broad categories of convictions

Vehicle

Any criminal traffic offense(s) involving the use of a vehicle such as driving under the influence (DUI), hit and run, evasion of the police, reckless driving, or bodily injury or death.

Violence

Those offenses which involve force or threat of force, personal injury or death, including domestic or family violence, elder abuse, child abuse, neglect, endangerment, molestation, kidnapping, cruelty to animals, use of weapons, threats, harassment.

Property

Any offense in which the objective is the taking of money or property, but there is no force or threat of force against the victims. Includes the offenses of burglary, larceny-theft, motor vehicle theft, and arson, damage to or destruction of property, including vandalism, criminal mischief.

Conviction Categories

Fraud

An intentional deception made for personal gain or to damage another individual or entity. Theft, fraud, or misappropriation of funds, including check forgery. Fraud or abuse involving a federal state or state agency program, including welfare fraud or worker's compensation fraud.

Sex Offense

All sex crimes including but not limited to: solicitation, prostitution, rape, spousal rape, statutory rape, child abuse, sexual battery, and lewd acts in public.

Weapons

Use of weapons, threats, harassment or use of force, illegal sale, use or possession of weapons or explosives.

Controlled Substance

Transportation, use, possession or sale of drugs, drug paraphernalia and/or controlled substances in violation of state or federal law.

The Nexus Matrix

	Vehicle	Violence	Property	Fraud	Sex	Weapon	Drugs	Other
Operate a vehicle	x						x	
Work with or near vulnerable populations		x	x	x	x	x	x	
Work with public		x			x	x		
Work with animals		x						
Sign official documents			x	x				
Process cash, checks, credit cards, etc...			x	x				
Electronic infrastructure			x	x				
Confidential information			x	x				
Have keys to living spaces or secured areas		x	x	x	x	x	x	
Work with or near pharmaceuticals			x	x			x	
Work with or near CDC Toxins		x	x	x			x	
Handle weapons		x				x		
Use tools over \$100			x	x				
Vote tabulating equipment				x				
Other								

Individual Assessment (Nexus)

DHR conducts an Individual Assessment based on the Civil Service Commission Policy, the EEOC Enforcement Guidance, and the Green Factors. The Individual Assessment includes:

- An assessment of the **relevance** of any conviction to position-specific attributes. *Example: If applicant was convicted of a DUI and would be required to drive in the City position, a nexus between the position and the conviction exists*
- A review of the **time** that has elapsed since conviction and **severity** of the conviction. *Example: If an individual was convicted of a misdemeanor DUI more than five years ago, the time lapsed and lesser charge may mitigate.*
 - *Felonies: 10 years since the end of sentencing*
 - *Misdemeanors: 5 years since the end of sentencing*

Individual Assessment

If a nexus is identified, the candidate is noticed and given five (5) days to submit documentation of rehabilitation efforts.

- The DHR team carefully reviews any documentation submitted by the candidate to determine if there is evidence of rehabilitation?
Example: In that five years did the person attend alcohol counseling, work successfully, develop references, etc.? Those facts weigh in the applicant's favor.
- It is important to note that evidence of rehabilitation is used to mitigate, not eliminate the initial nexus determination.

Implementation Updates

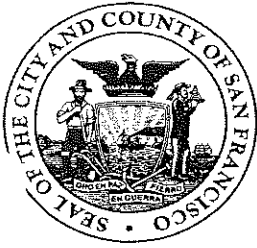
- The Centralized Conviction History program was successfully launched in August 2013.
- Initial Nexus determinations made by DHR's conviction history review team.
- All assessments of evidence of rehabilitation actions submitted by candidates are conducted by a DHR Case Review Committee. The Case Review Committee structure was established to ensure that any individual's unintended biases are minimized.
- Case reviews are conducted multiple times a week.
- The Case Review Committee also relies on Subject Matter Experts when necessary to review specific conviction histories.

Implementation Updates

- Robust database built in DHR for housing sensitive, confidential conviction history information - CA DOJ and FBI.
- Templates established for consistent communications with candidates and departmental Human Resources professionals.
- Disqualifications based on nexus mitigation determinations made by DHR & Departments are appealable.
- Notice of Disqualifications are sent to applicants and include appeal rights.

QUESTIONS ?
THANK YOU

EXECUTIVE OFFICER'S
REPORT



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Date: December 16, 2013

To: Civil Service Commission

Through: Jennifer Johnston *JJ*
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**

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

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.

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

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.

THIS BUDGET SUPPORTS
CALENDAR YEAR 2014 *6*

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.



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

December 5, 2013

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 4054-13/14 THROUGH 4058-13/14; 4038-10/11; 4103-09/10; 4096-05/06 AND 4105-10/11.

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

The above matter will be considered by the Civil Service Commission at a meeting to be held on **December 16, 2013** at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Ratification Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Department of Human Resources
Jacquie Hale, Department of Public Health
Deedra Jackson, Children, Youth & Families
Shamica Jackson, Public Utilities Commission
Donna Marion, San Francisco Public Library
Joseph Valdez, San Francisco Police Department
Fan-Wa Wong, Health Service System
Commission File
Commissioners' Binder
Chron

THIS OFFICE IS SUPPORTED BY
CALIFORNIA TAXPAYERS 7



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: December 16, 2013
To: The Honorable Civil Service Commission
Through: Micki Callahan *[Signature]*
Human Resources Director
From: Deedra Jackson, CYF
Shamica Jackson, PUC
Donna Marion, LIB
Fan-Wa Wong, HSS
Parveen Boparai, MTA
Joseph Valdez, POL
Jacquie Hale, DPH

Subject: Personal Services Contracts Approval Request

This report contain nine (9) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources to date:

Total of this Report	YTD Expedited Approvals FY 2013-2014	Total for FY 2013-2014
\$18,104,500	\$2,320,853	\$308,630,741

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 7

POSTING FOR

12/16/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
1054-13/14	23	Children, Youth & Families	Regular	\$1,300,000	DCYF seeks a fiscal intermediary to provide fiscal and human resources support for the Youth Empowerment Fund. The Youth Empowerment Fund is a funding stream established by the Children's Amendment. The Children's Amendment states that a minimum of three percent of the Children's Fund must be spent on youth-initiated projects. These funds are referred to as the Youth Empowerment Fund. DCYF seeks to contract with a fiscal intermediary that can provide fiscal management for mini-grants to youth-initiated projects, hire and support youth interns to act in an advisory capacity to the Fund and to manager annual youth-led events.	1/1/2014 - 6/30/2016
4055-13/14	40	Public Utilities Commission	Regular	\$8,000,000	A pool of qualified as-needed consultants will support the San Francisco Public Utilities Commission's (SFPUC) efforts to implement the Commission approved Community Benefits Policy across the agency and throughout the Sewer System Improvement Program (SSIP), a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system that promotes community benefits, economic inclusion, and environmental justice.	12/31/2013 - 2/31/2021
4056-13/14	41	Public Library	Regular	\$1,100,000	BiblioCommons is a "Software as a Service" solution to deliver a "social discovery" experience and a much improved search to public library Catalog users. "Social discovery" allows users to comment on materials in the collection. BiblioCommons employees will review comments flagged by users and implement next steps, which may include notification and removal.	12/1/2013 - 6/1/2020
4057-13/14	66	Health Service System	Regular	\$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.	1/1/2014 - 6/30/2018
4058-13/14	68	Municipal Transportation Agency	Regular	\$200,000	The contractor will conduct executive searches to identify, assess and recruit candidates for five high-level specialized management positions at the San Francisco Municipal Transportation Agency (SFMTA). Services will include: developing search strategies; identifying and recruiting potential candidates; evaluating interested candidates; presenting final candidates; and performing follow-up duties as required.	12/1/2013 - 2/31/2014

Total Amount - Regular: \$12,850,000

DHR Posting for December 16, 2013

Modification to Increase Contract Amount/Duration

PSC No	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date	End Date
4038-10/11	Police	Regular	\$618,000.00	\$1,318,000.00	Contractor will provide technical support via telephone and E-Mail. Contractor will also provide monitoring of the system with proactive remedies to any problems that arise along with software updates and up grades. Refresher training, forensic reports and expert witness testimony will also be provided. Contractor will also provide repair and replacement for any components damaged by weather, problems with telephone line connections, problems with unforeseen growth of foliage and any other causes that are uncontrollable by the contractor.	9/1/2010	9/1/2016
4103-09/10	Police	Regular	\$34,000.00	\$244,000.00	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.	7/7/2010	6/30/2016
4096-05/06	Public Health	Regular	\$812,500.00	\$2,122,500.00	Therapeutic apheresis is a procedure in which the patient's blood is collected using automated US Food and Drug Administration (FDA)-approved devices, separated into its components (Red Blood Cells [RBC], White Blood Cells [WBC], Platelets and/or plasma) and filtered. The suspected pathologic component is discarded, and the remaining components are returned to the patient along with replacement fluids. Auto transfusion services are used in an effort to reduce allogeneic (blood from a donor) blood transfusion. It is indicated in a variety of surgical procedures whenever major blood loss is anticipated and it is the only acceptable method of transfusion for Jehovah's Witnesses patients because blood remains in continuity within the auto transfusion circuit.	7/1/2006	6/30/2019
4105-10/11	Public Health	Regular	\$3,790,000.00	\$9,990,000.00	Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.	1/1/2011	12/31/2016

Sum of Modified \$5,254,500.00

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(415) 554-9329

Shamica Jackson
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4105-10/11	Public Health	60

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**Regular/Continuing/Annual
Personal Services Contracts**

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/19/2013

DEPARTMENT NAME: (DCYF) Children, Youth and Families W/ DEPARTMENT NUMBER: 023

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING [])
[] CONTINUING [] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION (PSC # [])

TYPE OF SERVICE: Fiscal Intermediary Services for Youth Empowerment Fund

FUNDING SOURCE: Children's Fund

PSC AMOUNT: \$1,300,000 PSC DURATION: 1/1/2014 - 06/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

DCYF seeks a fiscal intermediary to provide fiscal and human resources support for the Youth Empowerment Fund. The Youth Empowerment Fund is a funding stream established by the Children's Amendment. The Children's Amendment states that a minimum of three percent of the Children's Fund must be spent on youth-initiated projects. These funds are referred to as the Youth Empowerment Fund. DCYF seeks to contract with a fiscal intermediary that can provide fiscal management for mini-grants to youth-initiated projects, hire and support youth interns to act in an advisory capacity to the Fund and to manager annual youth-led events.

B. Explain why this service is necessary and the consequence of denial:

The Children's Amendment requires that 3% of the Children's Fund goes to youth-initiated projects. If this request is denied, DCYF will issue an RFP and grant the funds out to a nonprofit to develop and run a youth-initiated program.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

In the past the Youth Empowerment Fund was granted to a nonprofit. DCYF is seeking to use a personal service contract to maintain strategic development of the fund and to design the activities and services provided through the Youth Empowerment Fund. The strategic development and oversight for the Fund will be provided by a DCYF Senior Planner (Classification 9774).

D. Will the contract(s) be renewed? No. This request is for funding cycle ending June 30, 2016.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

[] SEIU, L1021 Union Name [Signature] Signature of person mailing/faxing form [Date] 9/20/2013 Date

[] IFPTE, L21 Union Name [Signature] Signature of person mailing/faxing form [Date] 9/20/2013 Date

RFP sent to [Union Name], on [Date], [Signature]

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4054-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved W/ 11/27/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

DCYF is seeking a contractor with strong fiscal and human resource systems to manage the dispersement of Youth Empowerment Funds and to hire and manage youth advisors. The contractor must have expertise in youth development programming and experience running youth-led events.

B. Which, if any, civil service class normally performs this work?

The youth advisory work for the Youth Empowerment Fund is not normally performed by a civil service class. DCYF will continue to use a permanent 9774 position to set the strategic direction for the Youth Empowerment Fund.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

The contractor will provide office space, equipment, and meeting space to support up to 3 teams of youth who will be acting in an advisory and oversight capacity for youth-initiated projects and youth-led events.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

DCYF is not structured to house and support large scale youth-led programming, which would require hiring and supporting youth advisors that meet after business hours. The youth advisors positions range from 1 to 2 year appointments. Youth work 10-15 hours per week in their advisory roles.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, due to the part-time, temporary nature of the youth advisor roles. The primary work for the Youth Empowerment Fund is conducted by part-time, temporary youth advisors that are managed by two part-time adult allies.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes No

B. Will the contractor train City and County employees?

Yes No

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained.

C. Are there legal mandates requiring the use of contractual services?

Yes No

D. Are there federal or state grant requirements regarding the use of contractual services?

Yes No

E. Has a board or commission determined that contracting is the most effective way to provide this service?

Yes No

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

Yes No

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Deedra Jackson
Signature of Departmental Personal Services Contract Coordinator

Deedra Jackson 415-554-9329
Print or Type Name Telephone Number

1390 Market Street, Suite 900
San Francisco, CA 94102
Address

Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

Dang, Leorah

From: Deedra Jackson <deedra@dcyf.org>
Sent: Friday, September 20, 2013 10:08 AM
To: L21PSCReview@ifpte21.org; pattie.tamura@seiu1021.org
Cc: DHR-PSCCoordinator, DHR; Laura Moye
Subject: Local 21 & 1021 Union Notification - PSC Initial Request (Dept 23)
Attachments: 20130920094825680.pdf

Hello,

Please find attached for your review a copy of the PSC summary form for Fiscal Intermediary Services for the Youth Empowerment Fund on behalf of the Department of Children, Youth and Their Families (Dept 23). Thank you in advance for your assistance.

Best,

Deedra Jackson
Sr. Program Officer & PSC Coordinator
SF Department of Children, Youth & Their Families
1390 Market St, Suite 900
San Francisco, CA 94102
(415) 554-9329
www.DCYF.org

-----Original Message-----

From: support
Sent: Friday, September 20, 2013 9:48 AM
To: Deedra Jackson
Subject:

This E-mail was sent from "RNP14CCA8" (Aficio MP C5000).

Scan Date: 09.20.2013 09:48:25 (-0700)
Queries to: support@dcyf.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE 11/20/2013

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: As-Needed Community Benefits Services and Support, Wastewater Enterprise (CS-316)

FUNDING SOURCE: Sewer System Improvement Program

PSC AMOUNT: \$8,000,000 PSC DURATION: 12/31/2013 - 12/31/2021

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

A pool of qualified as-needed consultants will support the San Francisco Public Utilities Commission's (SFPUC) efforts to implement the Commission approved Community Benefits Policy across the agency and throughout the Sewer System Improvement Program (SSIP), a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system that promotes community benefits, economic inclusion, and environmental justice.

B. Explain why this service is necessary and the consequences of denial:

The upgrade of our aging and seismically vulnerable sewer system is essential to protecting the health of San Francisco residents and businesses as well as the environment. A pool of qualified consultants will provide a myriad of services that will ensure the San Francisco Public Utilities Commission is a good neighbor and delivers community benefits to all whose lives or neighborhoods are affected by the Sewer System Improvement Program and all of our Agency's operations.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This service has not been provided in the past.

D. Will the contract(s) be renewed: No.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

L1021/L21

Union Name

Shamica Jackson

Signature of person mailing/faxing form

09/19/2013

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4055-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved MW 11/27/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultants will need to be experts in one or more of the community benefits areas described in the SFPUC Community Benefits Policy. They are also required to have skills in the following areas: strategic planning, program development and implementation, research, curriculum development, budgeting, monitoring and evaluation, contracts and grants administration, innovative community engagement strategies, participatory planning, group facilitation and grassroots/constituency based services.

B. Which, if any, civil service class normally performs this work?

1822 Administrative Analyst; 1823 Senior Administrative Analyst; 1824 Principle Administrative Analyst; 1825 Principal Administrative Analyst II; 5408 Coordinator Of Citizen Involvement, and 3374 Volunteer/Outreach Coordinator.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The firms will augment the work of City staff ONLY when additional support is needed to adequately inform, educate and engage San Franciscans about the Community Benefits Policy and the SSIP Program. Qualified firms will provide as-needed services for limited periods of time.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, it would not be practical to adopt new civil service classes because the services these firms will provide are on an as-needed basis, with a limited duration. The services requested will not result in full-time work. The use for the services will vary based on need.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Describe the training and indicate approximate number of hours.		
• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

525 Golden Gate Avenue
San Francisco, CA 94102

Address

Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

Dang, Leorah

From: Jackson, Shamica <SJackson@sflower.org>
Sent: Thursday, September 19, 2013 5:35 PM
To: Degrafinried, Alaric; Jackson, Shamica; 'L21PSCReview (L21PSCReview@ifpte21.org)'; 'Louie, Ging (glouie@ifpte21.org)'; 'Carter, Kim (kcarter@ifpte21.org)'; Kyger, Todd; Ordikhani, Masood; Combs, Simone; Domingo, Kofo; Tamura, Pattie (pattie.tamura@seiu1021.org); Demmerle, Brook (Brook.Demmerle@seiu1021.org)
Cc: Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; How, Kathryn; Johanson, Alan; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane
Subject: 60/30 DAY NOTICE PRIOR TO DHR: CS-316 draft PSC to Unions for review
Attachments: Initial-Reg_As-Needed Community Benefits Services and Support SSIP_CS-316_Dept40 to L1021_L21091913.doc
Importance: High

To All Interested Parties,

Pursuant to recently negotiated provisions in the City's memoranda of understanding ("MOUs") with City labor unions, Departments must now send such notices to affected unions either at the time the City issues a Request for Proposals/Request for Qualifications, or 60 (L1021)/30 (L21) days prior to the submission of a PSC request to DHR and/or the Commission, whichever occurs first. Such notice must include a copy of the draft PSC summary form.

Best regards,

Shamica L. Jackson
San Francisco Public Utilities Commission
Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
voice: 415-554-0727
fax: 415-554-3225
email: sjackson@sflower.org

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 18, 2013

DEPARTMENT NAME: Public Library

DEPARTMENT NUMBER: 41

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING _____)

[] CONTINUING [] ANNUAL

TYPE OF REQUEST:

[X] INITIAL REQUEST [] MODIFICATION (PSC# _____)

TYPE OF SERVICE: Software as a Service

FUNDING SOURCE: Library Preservation Fund

PSC AMOUNT: \$1,100,000

PSC DURATION: 12/1/13- 6/1/2020 WW

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

BiblioCommons is a "Software as a Service" solution to deliver a "social discovery" experience and a much improved search to public library Catalog users. "Social discovery" allows users to comment on materials in the collection. BiblioCommons employees will review comments flagged by users and implement next steps, which may include notification and removal.

B. Explain why this service is necessary and the consequences of denial:

This product will not only provide library users with the best available and most user-friendly catalog interface (one that has been adopted by many of the major public libraries in the U.S. including New York, Boston, Multnomah County (Portland) etc.) but also affords them a "social discovery" and interaction platform. User comments are peer-moderated through flagging to highlight problematic posts. Only BiblioCommons staff can access and remediate comments that violate terms of service. The San Francisco City Attorney team has advised us that without implementation of this BiblioCommons staff procedure, First Amendment rights of our users could be violated and result in lawsuits against the City and County San Francisco.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This service was not provided in the past.

D. Will the contract(s) be renewed:

The contract includes one three-year renewal option for a total of six years.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

SEIU Union Name Signature of person mailing/ faxing form 9/19/13 Date

Union Name Signature of person mailing/ faxing form Date

RFP sent to N/A sole-source contract; OCA approval pending, on Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4056-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved WW 11/27/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Expertise to evaluate flagged comments from all libraries using Bibliocommons to determine whether they meet terms of use.

B. Which, if any, civil service class normally performs this work? 1460 - Legal Secretary II represented by SEIU Local 1021

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes. BiblioCommons employees have sole access to the servers and software that allow them to monitor triple flagged comments from users in all participating libraries and directly message those users about their comments.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Only employees of the vendor can access the database in order to identify triple flagged comments and directly message users.

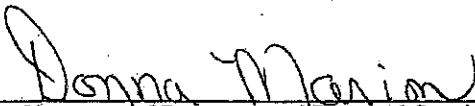
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, because the service is based on proprietary software used by many public libraries

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	X
B. Will the contractor train City and County employees? - Describe training and indicate approximate number of hours. - Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.	<input type="checkbox"/>	X
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	X
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	X
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	X
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	X

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



Signature of Departmental Personal Services Contract Coordinator

Donna Marion
Print or Type Name

415-557-4569
Telephone Number

Human Resources, San Francisco Public Library, 100 Larkin Street, San Francisco, CA 94102

Program Contact: Laura Lent, Chief of Collections & Technical Services, 415-557-4220

Union Notification(s)
◆ Local 1021

Dang, Leorah

From: Anna C. Wong <annawong@sfpl.org>
Sent: Thursday, September 19, 2013 9:55 AM
To: pattie.tamura@seiu1021.org; ed.warshauer@seiu1021.org;
Brook.Demmerle@seiu1021.org
Cc: DHR-PSCCoordinator, DHR; Donna Marion; Laura Lent; Jon Worona; Joan Lefkowitz
Subject: RE: Notification of Library PSC for Software as a Service Contract
Attachments: Library PSC for Software as a Service.pdf

My apologies,

Attached is the pdf of the PSC request.

Anna

(415) 557-4214

From: Anna C. Wong
Sent: Thursday, September 19, 2013 9:53 AM
To: 'pattie.tamura@seiu1021.org'; 'ed.warshauer@seiu1021.org'; 'Brook.Demmerle@seiu1021.org'
Cc: 'DHR-PSCCoordinator, DHR'; Donna Marion; Laura Lent; Jon Worona; Joan Lefkowitz
Subject: Notification of Library PSC for Software as a Service Contract

Dear SEIU representative,

For your review, the Library is submitting the attached PSC for seeking a "software as a service" contract. A RFP will not be issued because the professional services that we are seeking are directly linked to proprietary software owned by Bibliocommons.

Should you have any questions, please contact Laura Lent at 557-4220 by phone or email her at llent@sfpl.org. Thank you for your consideration.

Sincerely,

Anna Clara Wong

Contracts Manager

PERSONAL SERVICES CONTRACT SUMMARY

VTE: October 16, 2013

DEPARTMENT NAME: Health Service System DEPARTMENT NUMBER 66

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Marketing and Consulting Services for Wellness Programs

FUNDING SOURCE: Health Service System Trust Fund

PSC AMOUNT: \$2,250,000 (\$500,000 per year) PSC DURATION: 01/01/2014- 06/30/2018

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work:

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.

B. Explain why this service is necessary and the consequences of denial:

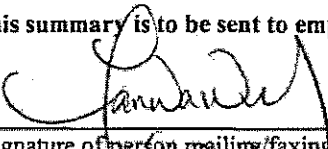
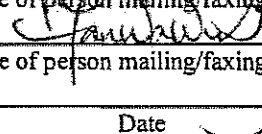
Existing staff resources are insufficient to support the scope of the proposed work. As benchmarking research shows, and the Budget Analyst report stated, "high levels of participation through communication, outreach and City department involvement" must be achieved to create a culture of wellness in the workplace. If additional professional resources are not made available, return on investment for health and wellness programs cannot be attained. Cost trends for benefits will rise at a steeper annual rate, negatively affecting the annual municipal budget and increasing longer-term financial liabilities. The incidence of chronic illness, such as heart conditions, diabetes and depression, will continue to rise and negatively affect productivity and quality of life.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

The Health Service System has not previously required the level of consulting services described in this request. Communication needs to date, focused on health benefits notifications that meet legal compliance, have been met by existing one-person staff at HSS. Additional resources are needed to creatively and effectively obtain the high level of visibility and participation required to achieve success with these new programs.

D. Will the contract(s) be renewed: *No*

2. **UNION NOTIFICATION:** Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

<u>IFPTE, Local 21</u>		<u>10/17/2013 Revised</u>
Union Name	Signature of person mailing/faxing form	<u>10/16/2013 original</u>
<u>Municipal Exec. Assoc.</u>		<u>10/17/2013 Revised</u>
Union Name	Signature of person mailing/faxing form	<u>10/16/2013 original</u>
RFP sent to _____, on _____	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4057-13/14
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Approved MW 11/27/2013

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Skills required includes but is not limited to: 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.

B. Which, if any, civil service class normally performs this work?

- 0923-Manager II (MEA)
- 1312- Public Information Officer (L21)
- 1314- Public Relations Officer (L21)

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No Contractor will provide services only

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Typically, the civil service classes listed above do not perform these services on a comprehensive and strategic basis. Also, particular experience is required to achieve the broad ranging and sustained behavioral change that drives measurable improvement in population health.

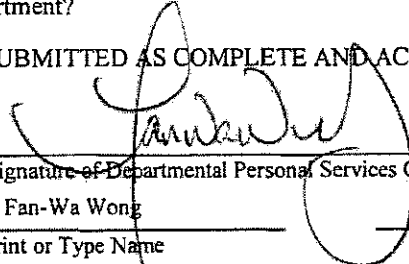
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, it would be impractical to adopt a new civil service class because this is a program launch that does not require permanent job placement.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees? •Describe the training and indicate approximate number of hours. •Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way To provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



 Signature of Departmental Personal Services Contract Coordinator
 Fan-Wa Wong

 Print or Type Name Telephone Number
 415-554-1762

Health Service System

 1145 Market Street, San Francisco, CA
 94103

 Address

Union Notification(s)

◆ Local 21

◆ MEA

Dang, Leorah

From: Wong, Fan-Wa
Sent: Wednesday, October 16, 2013 3:45 PM
To: L21PSCReview@ifpte21.org; raquel@sfmea.com; assistant@sfmea.com
Cc: Lewis, Brent; DHR²PSCCoordinator, DHR
Subject: Initial PSC: Marketing and Consulting Services for Wellness Programs PSC (HSS-66)
Attachments: PSC for HSS Communications Project Revised - 5-Year Project.pdf

Dear Unions (MEA and Local 21) and DHR,

Attached is a PSC initiated by HSS in search of marketing and consulting services for our to-be-developed wellness programs.

PSC Amount: \$2.5 million (\$500,000 per year)

Term: 5 years

By way of this email, HSS is notifying MEA and Local 21 that my proposed PSC will be calendared for the 12/16/2013 CSC meeting date.

Warm Regards,
Fan-Wa

Ms. Fan-Wa Wong
Vendor Contracts Manager
San Francisco Health Service Systems
1145 Market, 2nd Floor, San Francisco, CA 94103
Tel: (415) 554-1762
E-mail: Fan-Wa.Wong@sfgov.org

Dang, Leorah

From: Wong, Fan-Wa
Sent: Thursday, October 17, 2013 10:50 AM
To: L21PSCReview@ifpte21.org; raquel@sfmea.com; assistant@sfmea.com
Cc: DHR-PSCCoordinator, DHR; Levin, Pamela
Subject: Initial PSC: Marketing and Consulting Services for Wellness Programs PSC (HSS-66)-REVISED for Duration and Amount
Attachments: PSC for HSS Communications Project Revised- 4.5 Year Project(f).pdf

Dear Unions (MEA and Local 21) and DHR,

Attached is a PSC initiated by HSS in search of marketing and consulting services for our to-be-developed wellness programs.

PSC Amount: \$2,250,000 (\$500,000 per year)

Term: 4.5 years

By way of this email, HSS is notifying MEA and Local 21 that my proposed PSC will be calendared for the 12/16/2013 CSC meeting date.

Warm Regards,
an-Wa

Ms. Fan-Wa Wong
Vendor Contracts Manager
San Francisco Health Service Systems
1145 Market, 2nd Floor, San Francisco, CA 94103
Tel: (415) 554-1762
E-mail: Fan-Wa.Wong@sfgov.org

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 18, 2013

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 68

TYPE OF APPROVAL: () EXPEDITED (X) REGULAR (OMIT POSTING _____)
() CONTINUING () ANNUAL

TYPE OF REQUEST: (X) INITIAL REQUEST () MODIFICATION (PSC# _____)

TYPE OF SERVICE: Executive Search and Recruitment

FUNDING SOURCE: Operating Funds

PSC AMOUNT: \$200,000.00 PSC DURATION: December 17, 2013 through December 31, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will conduct executive searches to identify, assess and recruit candidates for five high-level specialized management positions at the San Francisco Municipal Transportation Agency (SFMTA). Services will include: developing search strategies; identifying and recruiting potential candidates; evaluating interested candidates; presenting final candidates; and performing follow-up duties as required.

B. Explain why this service is necessary and the consequences of denial:

Executive search is necessary to provide a greater degree of exposure in order to recruit and attract the most viable potential candidates. Denial of this service may result in restricting the ability to hire the best candidates for these positions that are mission critical for the SFMTA's Sustainable Streets, Taxi and Accessible Services, Transit and Capital Projects and Controls Divisions.


C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This service has been provided in the past via PSC# 3067-10/11 and PSC #3041-07/08.

D. Will the contract(s) be renewed:

No.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

<u>IFPTE Local 21</u>		<u>10/18/13</u>
Union Name	Signature of person mailing / faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing / faxing form	Date

RFP sent to _____, on _____, _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4058-13/14

SFMTA approved
10-18-13

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Approved MW 11/27/2013

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

These services require a high level of expertise unique to executive level recruitment, including the ability to provide analytical assessments of potential candidates in order to determine the appropriateness for the positions, and use of media and other external resources not normally available to the City. The contractor will be selected through a mini-Request-For-Proposal process using the Department of Human Resources' list of pre-qualified consultants.

B. Which, if any, civil service class normally performs this work?

The 1244 Senior Personnel Analyst and 1246 Principal Personnel Analyst performs this type of work. However, the consultant's services include aggressive "headhunting"/recruitment, media and stakeholder outreach, and related travel and lodging arrangements and reimbursement, and etcetera for employment candidates at the executive level.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The list of executive search consultants possess the unique skills and resources required to research, identify, and recruit at the executive level. Such services are used on a very intermittent, as-needed basis.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Classifications already exist.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

Yes No

- A. Will the contractor directly supervise City and County employees? () (X)
- B. Will the contractor train City and County employees? () (X)
 - Describe training and indicate approximate number of hours.
 - Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.
- C. Are there legal mandates requiring the use of contractual services? () (X)
- D. Are there federal or state grant requirements regarding the use of contractual services? () (X)
- E. Has a board or commission determined that contracting is the most effective way to provide this service? () (X)
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? () (X)

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415.701.5377
Telephone Number

San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, 6th Floor, San Francisco, CA 94103
Address

Union Notification(s)

◆ Local 21

Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Friday, October 18, 2013 12:53 PM
To: DHR-PSCCoordinator, DHR; L21PSC Review
Cc: Fieldsted, Patricia; John-Baptiste, Alicia; Hart, Mikhael; Boparai, Parveen; Patel, Ashish
Subject: PSC Executive Search and Recruitment
Attachments: Scanned from OSV6-KS-X.pdf

DHR-PSC Coordinator: Please review and process.

IFPTE Local 21: For your information.

Cynthia Hamada
Senior Personnel Analyst
Employee and Labor Relations
San Francisco Municipal Transportation Agency
415.701.5381

-----Original Message-----

From: OSV6-K2-X-scanner@sfmta.com [<mailto:OSV6-K2-X-scanner@sfmta.com>]
Sent: Friday, October 18, 2013 12:35 PM

Prior DHR Approved PSC Form 1– Initial – Expired
Prior DHR Administrative Approval Request – Mod1 - Expired

PSC #3067-10/11

Prior DHR Approved PSC Form 1– Initial – Expired

PSC #3041-07/08

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03/17/11

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER: 68

TYPE OF APPROVAL: (X) EXPEDITED () REGULAR (OMIT POSTING)
() CONTINUING () ANNUAL

TYPE OF REQUEST: (X) INITIAL REQUEST () MODIFICATION (PSC#)

TYPE OF SERVICE: Executive Search and Recruitment

FUNDING SOURCE: Operating Funds

PSC AMOUNT: \$25,000.00 PSC DURATION 3/15/11 - 7/31/11

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The SFMTA is proposing to conduct an executive search to identify and assess candidates for one highly specialized management position - 9180 Manager VI, Transit Effectiveness Program Manager, which will include developing search strategies, evaluation of potential candidates, presentation of final candidates and candidate and client follow-up.

B. Explain why this service is necessary and the consequences of denial:

The service is necessary to provide a greater degree of exposure in order to attract most viable potential candidates. This position is mission critical in the implementation of the TEP and MTA wishes to identify and ultimately hire the best qualified candidate.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

Recruitment services were previously posted through PSC# 3041-07/08 approved on 11/2/07. Although the services varied in that recruitment.

D. Will the contract(s) be renewed: No.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

IFPTE, Local 21 Union Name Signature of person mailing / faxing form Date 3-17-11

RFP sent to Union Name on Date Signature

***** MAR 17 2011 FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3067-10/11

SFMTA approved 3-17-11

Approval Date: 3/22/11

PSC FORM 1 (9/96)

By: Micki Callahan, Human Resources Director

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:**

High level of expertise unique to recruitment of executive level management is required; includes ability to provide analytical assessments of potential candidates in order to determine appropriateness for the positions; and use of media and other external resources not normally available to the City.

B. **Which, if any, civil service class normally performs this work?**

1244 Sr. Personnel Analyst, 1246 Principal Personnel Analyst normally performs this work.

C. **Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:** No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. **Explain why civil service classes are not applicable:**

The civil service classes referenced above have provided service and the positions were posted in the City and SFMTA system. The recruitment effort was unsuccessful at rendering a candidate that met the specialized requirements. The goal is to have a broadened search in order to reach a larger candidate pool. The unique skills of an executive search firm can accomplish this.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** No

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees?	()	(X)
C. Are there legal mandates requiring the use of contractual services?	()	(X)
D. Are there federal or state grant requirements regarding the use of contractual services?	()	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service?	()	(X)
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	()	(X)

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency

1 So. Van Ness Ave. 7th Floor, S. F. Ca. 94103
Address

3067-10/11
Mod 1

- Edwin M. Lee | Mayor
- Tom Nolan | Chairman
- Jerry Lee | Vice-Chairman
- Cameron Beach | Director
- Leona Bridges | Director
- Cheryl Brinkman | Director
- Malcolm Heinicke | Director
- Bruce Oka | Director
- Nathaniel P. Ford Sr. | Executive Director/CEO

MEMORANDUM

TO: DHR-PSC Coordinator
Department of Human Resources

FROM: Parveen Boparai, Sr. Personnel Analyst *PB*
Personal Services Contract Coordinator
San Francisco Municipal Transportation Agency (SFMTA)

DATE: April 7, 2011

RE: Request to Increase PSC Amount: PSC # 3067 - 10/11 Approved on 03/22/11
Awarded to: The Hawkins Company.
Type of Service: Executive Search and Recruitment

This memo is to request an increase for Personal Services Contract (PSC) listed above. The actual cost of services requested exceeded the estimated cost.

A personal service contract does not require approval from Civil Service Commission (CSC) if an increase is less than fifty percent (50%) of the contract amount or duration approved by CSC/DHR or SFMTA.

Initial Contract for:	\$025,000.00	03/15/11 – 07/31/11
Modification to Increase Amount	<u>\$012,000.00</u>	
Total	\$037,000.00	03/15/11 – 07/31/11

Should you have any questions, please contact me at 415.701.5377.

Cc: Shalonda Baldwin, SFMTA Operations
PSC File

DHR Action: *Approved* *cur*

Approval Date: 4/11/11

By: *Micki Callahan*
FOR Micki Callahan, Human Resources Director

3067-10/11

\$25K

APV 3/22/11

Boparai, Parveen

From: Maria Ryan [Maria.Ryan@sfgov.org] on behalf of DHR-PSCCoordinator [DHR-PSCCoordinator@sfgov.org]
Sent: Tuesday, March 22, 2011 3:06 PM
To: Boparai, Parveen
Subject: Expedited PSC Approval Notice DEPT: 68 MTA // 3067-10/11
Attachments: MTA_3067-10-11.pdf

Expedited PSC Approval Notice

PSC#: 3067-10/11
PSC Amount: \$25,000
PSC Duration: 3/15/11 - 7/31/11

Approval appended.

Maria Ryan | Department of Human Resources | City & County of San Francisco | 415.551.8948

3/22/2011

0023a

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/19/07

DEPARTMENT NAME: MTA Operations/Service Delivery DEPARTMENT NUMBER 35

TYPE OF APPROVAL: (X) EXPEDITED () REGULAR (OMIT POSTING)
() CONTINUING () ANNUAL

TYPE OF REQUEST: (X) INITIAL REQUEST () MODIFICATION (PSC#)

TYPE OF SERVICE: Executive Search and Recruitment

FUNDING SOURCE: Operating Funds

PSC AMOUNT: \$48,000.00 PSC DURATION: 10/19/07 - 10/19/08

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Hawkins Company, a City-approved vendor (#53687) is proposing to conduct an executive search to identify and assess candidates for two senior level management positions--(1) 9182 Manager VIII, Bus Operations Director and (1) 9182 Manager VIII, Systems Support Director. Services will include developing search strategies, evaluation of potential candidates, presentation of final candidates, and candidate and client follow-up.

B. Explain why this service is necessary and the consequences of denial:

The service is necessary to provide a greater degree of exposure in order to attract most viable potential candidates. These positions are mission critical in the delivery of service and fleet operations, and MTA wishes to identify and ultimately hire the best qualified candidate.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

The positions were previously posted via Municipal Transportation Agency (MTA) Human Resources.

D. Will the contract(s) be renewed: No.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 21 Union Name Signature of person mailing / faxing form Date 10-26-07

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3041-07/08

MTA Approved 10-26-07 PB Approved [Signature]

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

07 NOV - 2 AM 7:59 RECEIVED DEPARTMENT OF HUMAN RESOURCES

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

High level of expertise unique to recruitment of executive level management is required; includes ability to provide analytical assessments of potential candidates in order to determine appropriateness for the positions; and use of media and other external resources not normally available to the City.

B. Which, if any, civil service class normally performs this work?

The following positions normally perform this work: 1244 Sr. Personnel Analyst, and 1246 Principal Personnel Analyst

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The civil service classes referenced above have provided service and the positions were posted in the City system. The goal is to have a broadened search in order to reach a larger candidate pool. The unique skills of an executive search firm can accomplish this.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees?	()	(X)
C. Are there legal mandates requiring the use of contractual services?	()	(X)
D. Are there federal or state grant requirements regarding the use of contractual services?	()	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service?	()	(X)
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	()	(X)

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Parveen Boparai, Sr. Personnel Analyst

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

(415) 554- 4160
Telephone Number

Municipal Transportation Agency, Human Resources

401 Van Ness Ave. Rm. 320. S. F. CA 94102
Address

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Modification
Personal Services Contracts

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE Dept. Code: POL

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4038 10/11)

Type of Approval: [] Expedited [x] Regular [] Omit Posting

Type of Service: Maintenance for the Shotspotter Gunshot Detection Service

Funding Source: General Fund
PSC Original Approved Amount: \$700,000 PSC Original Approved Duration: 09/01/10 - 08/31/13 (3 years)
PSC Mod#1 Amount: \$618,000 PSC Mod#1 Duration: 09/01/13-09/01/16 (3 years 2 days)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$1,318,000 PSC Cumulative Duration Proposed: 6 years 2 days

1. Description of Work

A. Scope of Work:

Contractor will provide technical support via telephone and E-Mail. Contractor will also provide monitoring of the system with proactive remedies to any problems that arise along with software updates and up grades. Refresher training, forensic reports and expert witness testimony will also be provided. Contractor will also provide repair and replacement for any components damaged by weather, problems with telephone line connections, problems with unforeseen growth of foliage and any other causes that are uncontrollable by the contractor.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary in order to keep the gunshot detection system fully maintained and in good working order. If denied, the system would become inoperable and thus useless as tool that ensures the safety of the citizens of San Francisco.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

This service has been approved on 10/18/2010 through a previous PSC #4038-10/11.

D. Will the contract(s) be renewed? Yes

11/22/2013 [Signature]

2. Union Notification: On 10/17/13, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4038 10/11

Civil Service Commission Action:

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 12/16/2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Knowledge and skill to maintain a proprietary gun shot detection system including all software and hardware components of the system.

B. Which, if any, civil service class(es) normally perform(s) this work?

1061,1063,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

NO

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil Service Classes are not applicable due to the proprietary nature of the software being maintained. The contractor who the system was purchased from and installed by are the only authorized personnel allowed to work on the system without voiding the warranties.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, because this is a proprietary system.

5. Additional Information (if "yes", attach explanation)

YES NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 10/17/13 BY:

Name: Joseph Valdez Phone: 415-734-3254 Email: joe.valdez@sfgov.org

Address: 850 Bryant St Rm. 577-17 San Francisco, CA

Union Notification(s)
◆ Local 21

Dang, Leorah

From: dhr-psccordinator@sfgov.org
Sent: Friday, November 22, 2013 8:56 AM
To: jebrenner@ifpte21.org; L21PSCReview@ifpte21.org; Valdez, Joe; Valdez, Joe; DHR-PSCCoordinator, DHR; Isen, Richard
Subject: CSC Meeting Notice for December 16, 2013 – PSC # Civil Service: 4038 10/11 - MODIFICATIONS -- 10/17/2013

For Maintenance for the Shotspotter Gunshot Detection Service:
Your submission is complete and will be forwarded to the Civil Service Commission to calendar for the meeting on December 16, 2013. This item will appear on the regular agenda.

Commission meetings are held at City Hall, 1 Dr. Carlton B Goodlett Place, Room 400 and begin at 2:00pm.

The Commission retains final authority to approve PSCs after DHR review and posting. The Commission strongly recommends that a department representative attend the Commission meeting at which the department's request for PSC approval will be heard in order to answer any questions the Commission may have regarding that PSC. Failure to appear and/or sufficiently respond to the Commission's questions may result in only conditional approval, postponement or denial of the PSC.

<http://apps.sfgov.org/dhrdrupal/node/841>

Prior DHR Approved PSC Form 1- Initial – Current

PSC #4038-10/11

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8-16-10

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Maintenance for the Shotspotter Gun Shot Detection Service

FUNDING SOURCE: General Fund

PSC AMOUNT: \$700,000 PSC DURATION: 9-1-10 - 8-31-13

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contractor will provide technical support via telephone and E-Mail. Contractor will also provide monitoring of the system with proactive remedies to any problems that arise along with software updates and up grades. Refresher training, forensic reports and expert witness testimony will also be provided. Contractor will also provide repair and replacement for any components damaged by weather, problems with telephone line connections, problems with unforeseen growth of foliage and any other causes that are uncontrollable by the contractor.

B. Explain why this service is necessary and the consequences of denial: This service is necessary in order to keep the gunshot detection system fully maintained and in good working order. If denied, the system would become inoperable and thus useless as tool that ensures the safety of the citizens of San Francisco.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has not been approved through a previous PSC. The system was purchased and installed through PSC # 4126-09/10.

D. Will the contract(s) be renewed: Unknown at this time.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 21 Union Name Signature of person mailing/faxing form Date 8-19-10

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4038 - 10 / 11

STAFF ANALYSIS/RECOMMENDATION:

cmk

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Knowledge and skill to maintain a proprietary gun shot detection system including all software and hardware components of the system.
- B. Which, if any, civil service class normally performs this work? There are no civil service classifications that perform the specified work for the proprietary software maintenance including upgrades and updates. 1061 IS Programmer Analyst – Assistant, 1061 IS Programmer Analyst, 1063 – IS Programmer Analyst – Senior and 1064 IS Programmer Analyst – Principal would perform this type of service if the software was not proprietary to the vendor who the system was purchased from and installed by.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: Civil Service Classes are not applicable due to the proprietary nature of the software being maintained. The contractor who the system was purchased from and installed by are the only authorized personnel allowed to work on the system without voiding the warranties.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, because this is a proprietary system.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street

San Francisco, CA 94103

Address

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 4103 09/10)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Court Reporter

Funding Source: General Fund

PSC Original Approved Amount: \$140,000

PSC Original Approved Duration: 07/07/10 - 06/30/14 (3 years 51 w

PSC Mod#1 Amount: \$70,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$34,000

PSC Mod#2 Duration: 07/01/10-06/30/16 (2 years 1 day)

PSC Cumulative Amount Proposed: \$244,000

PSC Cumulative Duration Proposed: 5 years 51 weeks

1. Description of Work

A. Scope of Work:

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.

B. Explain why this service is necessary and the consequence of denial:

Transcripts are necessary for a permanent record of discipline hearings, interviews and meetings. In addition to the Police Department having to maintain its personnel records, the Police Commission must also maintain records of its actions, and further if an officer appeals a disciplinary action to the Superior Court, the Department would have to produce a certified record of the hearings held and evidence taken by the Commission used to sustain the charges. If denied and further legal action is taken, no record of the proceedings will be available.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

This service was provided through PSC 4103-09/10 and 3066-08/09

D. Will the contract(s) be renewed? Yes

2. Union Notification: On ^{11/21/2013}~~10/23/13~~ ^W the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4103 09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/16/2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
 Certified Court Reporter and Transcriptionist.

B. Which, if any, civil service class(es) normally perform(s) this work?
 8138,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
 Yes, the contractor would provide all of the necessary equipment in order to perform the service. The city does not possess the equipment required for this service.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Due to the as needed nature of the work, it would not be practical to hire a full time or part time employee for this service. The work is very intermittent and requires an immediate response when services area required. In addition, the Police Department may require more than one Court reporter at a time for multiple meetings, such as disciplinary hearings and Commission meetings which maybe held concurrently.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, there is currently a Civil Service classification. Additionally, the Police Department does not have a regular schedule for any hearings other than the weekly Police Commission meetings to support a full time position.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
 ON 10/23/13 BY:

Name: Joseph Valdez Phone: 415-734-3254 Email: joe.valdez@sfgov.org

Address: 850 Bryant St Rm 577-17 San Francisco, CA

Union Notification(s)
◆ Local 21

Dang, Leorah

From: dhr-psccordinator@sfgov.org
Sent: Thursday, November 21, 2013 1:37 PM
To: jebrenner@ifpte21.org; L21PSCReview@ifpte21.org; Valdez, Joe; Valdez, Joe; DHR-PSCCoordinator, DHR; Isen, Richard
Subject: CSC Meeting Notice for December 16, 2013 – PSC # Civil Service: 4103 09/10 - MODIFICATIONS -- 10/23/2013

For Court Reporter:

Your submission is complete and will be forwarded to the Civil Service Commission to calendar for the meeting on December 16, 2013. This item will appear on the regular agenda.

Commission meetings are held at City Hall, 1 Dr. Carlton B Goodlett Place, Room 400 and begin at 2:00pm.

The Commission retains final authority to approve PSCs after DHR review and posting. The Commission strongly recommends that a department representative attend the Commission meeting at which the department's request for PSC approval will be heard in order to answer any questions the Commission may have regarding that PSC. Failure to appear and/or sufficiently respond to the Commission's questions may result in only conditional approval, postponement or denial of the PSC.

<http://apps.sfgov.org/dhrdrupal/node/847>

Prior Notice of Civil Service Commission Action – Initial – Current
Prior PSC Form 1– Initial – Current
Prior DHR Administrative Approval Request – Mod1 - Current

PSC #4103-09/10

Prior DHR Approved PSC Form 1– Initial – Expired

PSC #3066-08/09

4103-09/10
Original



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 18, 2010

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4103-09/10 THROUGH 4106-09/10; 1015-08/09; 4072-07/08 AND 4102-09/10.

At its meeting of March 15, 2010 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

It was the decision of the Commission to:

- (1) Approve request for proposed personal services contract 4103-09/10 on the condition that contact be made with SBIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the San Francisco Police Department within the following 24 hours addressing their concerns after which the conditions of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration.
- (2) Approve request for proposed personal services contracts on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- cc:
- Cynthia Avakian, Airport Commission
 - Micki Callahan, Human Resources Director
 - Kan Hhun, Art Commission
 - Shamita Jackson, Public Utilities Commission
 - Florence Kyaan, Public Utilities Commission
 - William Lee, Department of Emergency Management
 - Mary Ng, Department of Human Resources
 - Shawn Wallace, San Francisco Police Department
 - Commission File
 - Chron

POSTING FOR
3/13/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

FSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4103-09/10	38	Police	Regular	\$140,000	Provide court reporting services and transcription as needed for disciplinary hearings and Police Commission meetings, along with transcription of tapes from interviews done with the Police Department's Management Control Division and other investigative units within the Police Department.	6/30/2014
4104-09/10	40	Public Utilities Commission	Regular	\$2,750,000	Provide analytical and technical support for SPPUC's key transmission, distribution, energy banking, and energy services contracts and agreements. Work will consist of performing qualitative and quantitative support and analysis in evaluating our existing agreements and services, individually and as a whole. Alternatives for each contract agreement will be evaluated to ensure we secure the best overall level of replacement services, at the lowest cost and minimal impact to our operators consistent with our goals and objectives.	6/30/2015
4105-09/10	77	Emergency Management	Regular	\$200,000	Consultant will develop a Disaster Debris Management Program, which will include the development of a local Debris Management Plan, and providing Debris Management Plan training to stakeholders. This plan is critical to any major response and is required by FEMA. Failure to remove and manage debris can hinder response and recovery efforts which will impact public health and safety.	2/1/2011
4106-09/10	27	Airport Commission	Regular	\$2,400,000	Work will include: Project controls and reporting, project scheduling, project budgeting, document control, project coordination, project planning, design management, and construction management services for Airport Terminal and Facility projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2.	6/30/2015



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 1-29-2010

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Court Reporting and Transcription Service

FUNDING SOURCE: General Fund

PSC AMOUNT: \$140,000.00 PSC DURATION: 7-01-10 - 6-30-14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

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.

B. Explain why this service is necessary and the consequences of denial:

Transcripts are necessary for a permanent record of discipline hearings, interviews and meetings. In addition to the Police Department having to maintain it's personnel records, the Police Commission must also maintain records of it's actions, and further if an officer appeals a disciplinary action to the Superior Court, the Department would have to produce a certified record of the hearings held and evidence taken by the Commission used to sustain the charges. If denied and further legal action is taken, no record of the proceedings will be available.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This service was provided through PSC 3066-08/09

D. Will the contract(s) be renewed: Service is currently out to bid.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 1021 Union Name Signature of person mailing/faxing form Date 2-17-10
Local 21 Union Name Signature of person mailing/faxing form Date 2-17-10
RFP sent to Local 1021 / 21 Union Name on January 11, 2010 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Certified Court Reporter and Transcriptionist.

B. Which, if any, civil service class normally performs this work?

Class 8138, Court Reporter. Due to the amount of work required under this contract, it would not be practical to hire a full time employee for this service.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes, the contractor would provide all of the necessary equipment in order to perform the service. The City does not possess the equipment required for this service.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Due to the as needed nature of the work, it would not be practical to hire a full time or a part time employee for this service. The work is very intermittent and requires an immediate response when services are required. In addition, the Police Department may require more than one Court Reporter at a time for multiple meetings, such as disciplinary hearings and Commission meetings which may be held concurrently. Furthermore, the City would be required to purchase and store the necessary equipment used by Court Reporters to perform these transcription duties. This would be an unnecessary additional expenditure to the City.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, there is currently a Civil Service classification. Additionally, the Police Department does not have a regular schedule for any hearings other than the weekly Police Commission meetings to support a full time position.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Describe the training and indicate approximate number of hours.		
• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street

San Francisco, CA 94103

Address

4103-09/10
Mar 1



EDWIN M. LEE
MAYOR

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO
THOMAS J. CAHILL HALL OF JUSTICE
850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103-4603



GREGORY P. SUHR
CHIEF OF POLICE

MEMORANDUM

DATE: July 26, 2011
TO: Maria Ryan, PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Officer Shawn Wallace # 1104, PSC Coordinator
Police Department (Dept. #38)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4103-09/10 Approval Date: March 15, 2010

Description of Service(s): 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.

Original Approved Amount: \$140,000 Original Approved Duration: 7-1-10 - 6-30-14
Modification Amount: \$70,000 Modification of Duration: none
Total Amount as Modified: \$210,000 Total Duration as Modified: 7-1-10 - 6-30-14

Reason for the modification:

Increased amount of disciplinary cases being heard by the Police Commission has caused the need for more tape transcription services.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 8/5/11

By: [Signature]
for Micki Callahan, Human Resources Director

PERSONAL SERVICES CONTRACT SUMMARY

ATE: 1-08-09

DEPARTMENT NAME: Police

DEPARTMENT NUMBER: 38

TYPE OF APPROVAL: EXPEDITED

REGULAR (OMIT POSTING _____)

CONTINUING

ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Court Reporting and Transcription Service.

FUNDING SOURCE: General Fund.

PSC AMOUNT: \$ 35,000.00

PSC DURATION : 07-01-09 through 06-30-2010.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: To provide Court Reporting Services and Transcription as needed for Disciplinary Hearings and Police Commission Meetings.

B. Explain why this service is necessary and the consequences of denial: Transcripts are necessary for a permanent record of discipline hearings and meetings. If denied and further legal action is taken, no record of the proceedings will be available.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number. Service has been provided on an as needed basis through PSC # 3044-07/08.

D. Will the contract(s) be renewed: Yes.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):
Local 790

Union Name
Local 21 and 1021

Signature of person mailing / faxing form

Date
1-8-09

Union Name

Signature of person mailing / faxing form

Date
1-8-09

RFP sent to _____, on _____

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3066-08/09

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Approved [Signature] 1/12/09

RECEIVED BY
DEPARTMENT OF
HUMAN RESOURCES
JAN 12 AM 9:01
PSC FORM (9/06)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise. Certified Court Reporter.

B. Which, if any, civil service class normally performs this work? Class 8138, Court Reporter. One position exists, that serves only the Coroners Office.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: This service is not full time, and is used only on an as needed basis.

B. Would it be practical to adopt a new civil service class to perform this work? Explain: No. Service is on an as needed basis.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

Yes No

A. Will the contractor directly supervise City and County employees? Yes No

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services? Yes No

D. Are there federal or state grant requirements regarding the use of contractual services? Yes No

E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes No

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes. Roomian and Associates. Yes No

10/27/11 10:00 AM

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Shawn Wallace

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace
Print or Type Name

553-1096
Telephone Number

Hall of Justice, Room 575
850 Bryant Street
San Francisco, Calif. 94103

RECEIVED BY DEPARTMENT OF HUMAN RESOURCES JAN 12 AM 9:01

PERSONAL SERVICES CONTRACT SUMMARY

DATE: _____

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER 81

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____) CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# PSC# 4096-05/06)

TYPE OF SERVICE: Provide intermittent, as-needed, on-call, mobile blood filtration(therapeutic apheresis), and auto transfusion services

FUNDING SOURCE: General Fund

Original PSC Amount:	\$560,000	PSC Duration:	07/01/2006 – 06/30/2010
1st Modification Amount	\$750,000	PSC Duration:	07/01/2010 – 06/30/2014
This Modification Amount	\$812,500	PSC Duration:	07/01/2014 – 06/30/2019
Total Amount	\$2,122,500	Total PSC Duration:	07/01/2006 – 06/30/2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Therapeutic apheresis is a procedure in which the patient's blood is collected using automated US Food and Drug Administration (FDA)-approved devices, separated into its components (Red Blood Cells [RBC], White Blood Cells [WBC], Platelets and/or plasma) and filtered. The suspected pathologic component is discarded, and the remaining components are returned to the patient along with replacement fluids. Auto transfusion services are used in an effort to reduce allogeneic (blood from a donor) blood transfusion. It is indicated in a variety of surgical procedures whenever major blood loss is anticipated and it is the only acceptable method of transfusion for Jehovah's Witnesses patients because blood remains in continuity within the auto transfusion circuit.

B. Explain why this service is necessary and the consequences of denial:

Over the years an increasing number of patients now seen at San Francisco General Hospital Medical Center (SFGH) require this service. In the past requests for these services were extremely rare, since this type of service was provided by dialysis centers. This is no longer the practice, because the centers do not have enough slots to accommodate this less restrictive form of dialysis. Delaying therapeutic apheresis services for a patient worsens the condition and eventually full dialysis is required. SFGH has never provided therapeutic apheresis nor dialysis services. The apheresis equipment is costly and the training extensive. With the unpredictable demand for these services and the need for timely treatment critical, the current practice of providing the services through an as-needed mobile vendor is the optimal way to deliver the services, and forestall the need for full dialysis treatment for patients.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This modification of PSC# 4096-05/06 (approved 4/3/2006) extends the approval and also includes existing auto transfusion services that are performed under contract at SFGH utilizing a contract administered by the Office of Contract Administration.

D. Will the contract(s) be renewed: Yes

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

<u>SEIU Local 1021</u>	<u>Jacquie Hale</u>	<u>April 5, 2013</u>
Union Name	Signature of person mailing/faxing form	Date

RFP sent to _____	, on _____	_____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4096-05/06

GAFF ANALYSIS/RECOMMENDATION: Approved W/W 11/27/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Operation of special blood filtration equipment is required, and specific training in using the equipment is required.

B. Which, if any, civil service class normally performs this work?

None.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes, contractor will provide special blood filtration equipment and transfusion equipment, which is not currently possessed by San Francisco General Hospital.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable, since service provision is intermittent and on an as-needed basis. Also provision of therapeutic services is among the services required by SFGH to retain its Joint Commission (JCAHO) Trauma Center accreditation.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

It would not be practical to adopt a new Civil Service class to perform the work because of the low volume and specialized need of these services.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

Yes No

A. Will the contractor directly supervise City and County employees?

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service?

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *Apheresis Care Group*

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address

Union Notification(s)
◆ Local 1021

Relay Report

Your message: Union Notification of PSC Summary to DHR
addressed to: brook.demmerle@seiu1021.org
has the following delivery status: Your message was successfully relayed by dphhub02.sfgov.org at 04/05/2013 17:04:09 to the remote mail system mail2.dph.sf.ca.us that does not support confirmation of delivery.

What should you do?

This message is an informational Delivery Status Notification and does not require any further action.

- Your message was routed to a server which does not accept responsibility for generating Delivery Status Notifications upon successful delivery. You may assume that the message was successfully delivered if no failure message is received. Do not expect a delivery confirmation notice.

Routing path

Inm03b01/SFGOV, Inh03b01/SFGOV, Inh03b01/SFGOV, Inm03b01/SFGOV

To: ed.warshauer@seiu1021.org, pattie.tamura@seiu1021.org, brook.demmerle@seiu1021.org

cc: Yvonne Eckhoff/DPH/SFGOV, Luciana Garcia/DPH/SFGOV@SFGOV

Date: 04/05/2013 05:03:58 PM

Subject: Union Notification of PSC Summary to DHR

Read: Union Notification of PSC Summary to DHR

Brook Demmerle o Jacquie.Hale@sfdph.org

04/05/2013 05:19 PM

Your message

To: Brook Demmerle

Subject: Union Notification of PSC Summary to DHR

Sent: Friday, April 05, 2013 5:03:58 PM (UTC-08:00) Pacific Time (US & Canada)

was read on Friday, April 05, 2013 5:19:34 PM (UTC-08:00) Pacific Time (US & Canada).Final-recipient:
RFC822; Brook.Demmerle@seiu1021.org
Disposition: automatic-action/MDN-sent-automatically; displayed
X-MSExch-Correlation-Key: Zid9sTiaV0iSdZx4ejkkqA==
X-Display-Name: Brook Demmerle

Relay Report

Your message: Union Notification of PSC Summary to DHR
addressed to: pattie.tamura@seiu1021.org
has the following delivery status: Your message was successfully relayed by dphhub02.sfgov.org at 04/05/2013 17:04:09 to the remote mail system mail2.dph.sf.ca.us that does not support confirmation of delivery.

What should you do?

This message is an informational Delivery Status Notification and does not require any further action.

- Your message was routed to a server which does not accept responsibility for generating Delivery Status Notifications upon successful delivery. You may assume that the message was successfully delivered if no failure message is received. Do not expect a delivery confirmation notice.

Routing path

Inm03b01/SFGOV, Inh03b01/SFGOV, Inh03b01/SFGOV, Inm03b01/SFGOV

To: ed.warshauer@seiu1021.org, pattie.tamura@seiu1021.org, brook.demmerle@seiu1021.org

cc: Yvonne Eckhoff/DPH/SFGOV,;Luciana Garcia/DPH/SFGOV@SFGOV

Date: 04/05/2013 05:03:58 PM

Subject: Union Notification of PSC Summary to DHR

Delivery Failure Report

Your message: Union Notification of PSC Summary to DHR
 was not delivered to: ed.warshauer@seiu1021.org
 because: 550 5.1.1 RESOLVER.ADR.RecipNotFound; not found

What should you do?

- You can resend the undeliverable document to the recipients listed above by choosing the Resend button or the Resend command on the Actions menu.
- Once you have resent the document you may delete this Delivery Failure Report.
- If resending the document is not successful you will receive a new failure report.
- Unless you receive other Delivery Failure Reports, the document was successfully delivered to all other recipients.

Routing path

Inh03b01/SFGOV;Inm03b01/SFGOV

To: <ed.warshauer@seiu1021.org>, <pattie.tamura@seiu1021.org>, <brook.demmerle@seiu1021.org>

cc: Yvonne Eckhoff <Yvonne.Eckhoff@sfdph.org>, Luciana Garcia <Luciana.Garcia@sfdph.org>

Date: 04/05/2013 05:03:58 PM MST

Subject: Union Notification of PSC Summary to DHR

TO: Pattie Tamura, Local 1021 (via Email Only)
 Ed Warshauer, Local 1021 (via Email Only)
 Brook Demmerle, Local 1021 (via Email Only)

FROM: Jacquie Hale, Director of Contract Management and Compliance

DATE: April 5, 2013

SUBJECT: Union Notification of PSC Summary to DHR

Attached is the following personal services contract summary, which we plan to submit to the Department of Human Resources for review and approval on June 5, 2013, for the CSC meeting scheduled for July 1, 2013:

1. Provide intermittent, as needed, on-call, mobile blood filtration (therapeutic apheresis), and auto transfusion services

(See attached file: 4096-0506 Modification - Apheresis and



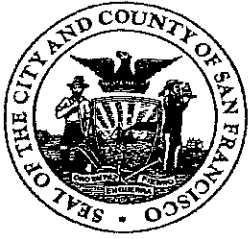
Autotransfusion.pdf) 4096-0506 Modification - Apheresis and Autotransfusion.pdf

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Prior Notice of Civil Service Commission Action – Mod1 – Current
Prior PSC Form 1– Mod1 – Current

PSC #4096-05/06

4096-05/06
Mod 1



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

June 10, 2010

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4142-09/10 THROUGH 4162-09/10; 1010-07/08; 4165-07/08; 4058-09/10; AND 4096-05/06.

At its meeting of June 7, 2010 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

It was the decision of the Commission to:

- (1) Postpone PSC #s 4148-09/10 through 4162-09/10 to the meeting of June 21, 2010.
- (2) Adopt the report; Approve requests for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

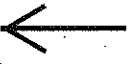
Attachment

- c:
- Parveen Boparai, Municipal Transportation Agency
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - Robin Courtney, Health Service System
 - Oliver Hack, Mayor's Office
 - Jacque Hale, Department of Public Health
 - Naomi Kelly, Office of Contract Administration
 - William Lee, Emergency Management
 - Joan Lubamersky, General Services Agency
 - Mary Ng, Department of Human Resources
 - Ben Rosenfield, Controller
 - Commission File
 - Chron

POSTING FOR
6/7/2010

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

DeptNo	PSC No	DeptDescription	Approval Type	Change Amount	Contract Amount	Description of Work	Duration
81	4096-05/06	Public Health	Modification	\$750,000	\$1,310,000	Will provide intermittent, as-needed, on-call, mobile blood filtration (therapeutic apheresis) services. Therapeutic apheresis is a procedure in which the patient's blood is collected using automated FDA approved devices, separated into its components (RBCs, WBCs, Platelets and/or plasma) and filtered. The suspected pathologic component is discarded, and the remaining components are returned to the patient along with replacement fluids. Auto transfusion services are used in an effort to reduce allogeneic (blood from a donor) blood transfusion. It is indicated in a variety of surgical procedures whenever major blood loss is anticipated and it is the only acceptable method of transfusion for Jehovah's Witnesses patients because blood remains in continuity within the autotransfusion circuit.	6/30/2014



PERSONAL SERVICES CONTRACT SUMMARY

DATE: APR 02 2010

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER 81

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# PSC# 4096-05/06)

TYPE OF SERVICE: Provide intermittent, as-needed, on-call, mobile blood filtration(therapeutic apheresis), and auto transfusion services

FUNDING SOURCE: General Fund

Table with 4 columns: Amount, PSC Duration, Modification Amount, PSC Duration, Total Amount, Total PSC Duration. Values include \$560,000, \$750,000, \$1,310,000 and dates 07/01/2006 - 06/30/2010 and 07/01/2010 - 06/30/2014.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Therapeutic apheresis is a procedure in which the patient's blood is collected using automated FDA approved devices, separated into its components (RBCs, WBCs, Platelets and/or plasma) and filtered. The suspected pathologic component is discarded, and the remaining components are returned to the patient along with replacement fluids. Auto transfusion services are used in an effort to reduce allogeneic (blood from a donor) blood transfusion. It is indicated in a variety of surgical procedures whenever major blood loss is anticipated and it is the only acceptable method of transfusion for Jehovah's Witnesses patients because blood remains in continuity within the autotransfusion circuit.

B. Explain why this service is necessary and the consequences of denial:

Over the years an increasing number of patients now seen at San Francisco General Hospital Medical Center (SFGH) require this service. In the past requests for these services were extremely rare, since this type of service was provided by dialysis center. This is no longer the practice, because the centers do not have enough slots to accommodate this less restrictive form of dialysis. Delaying therapeutic apheresis services for a patient worsens the condition and eventually full dialysis is required. SFGH has never provided therapeutic apheresis nor dialysis services. The apheresis equipment is costly and the training extensive. With the unpredictable demand for these services and the need for timely treatment critical, the current practice of providing the services through an as-needed mobile vendor is the optimal way to deliver the services, and forestall the need for full dialysis treatment for patients.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This modification of PSC# 4096-05/06 (approved 4/3/2006) extends the approval and also includes existing auto transfusion services that are performed under contract at SFGH utilizing a contract administered by the Office of Contract Administration.

D. Will the contract(s) be renewed: Yes

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Form for Union Notification with fields for Union Name, Signature of person mailing/faxing form, Date, and RFP sent to.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Operation of special blood filtration equipment is required, and specific training in using the equipment is required.

B. Which, if any, civil service class normally performs this work?

None.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes, contractor will provide special blood filtration equipment and transfusion equipment, which is not currently possessed by San Francisco General Hospital.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable, since service provision is intermittent and on an as-needed basis.


B. Would it be practical to adopt a new civil service class to perform this work? Explain.

It would not be practical to adopt a new Civil Service class to perform the work because of the low volume and specialized need of these services.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. 		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



 Signature of Departmental/Personal Services Contract Coordinator
Jacquie Hale

 Print or Type Name

554-2609

 Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

 Address

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/19/13

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 81

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# 4105-10/11)

TYPE OF SERVICE: Pharmacist and Pharmacy Technician Registry Services at San Francisco General Hospital & Laguna Honda Hospital

FUNDING SOURCE: General Fund

PSC AMOUNT:	<u>\$6,200,000</u>	PSC DURATION:	<u>01/01/11-12/31/13(3 years)</u>
Modification #1:	<u>\$3,790,000</u>	PSC DURATION	<u>01/01/14-12/31/16(3 years)</u>
Total Amount:	<u>\$9,990,000</u>	Total PSC DURATION:	<u>01/01/11-12/31/16(6 years)</u>

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.

B. Explain why this service is necessary and the consequences of denial:

These services are necessary to provide an adequate level of pharmacy staff for San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH) and Jail Health Services (JHS), in order to maintain quality levels of care and meet licensing requirements. Failure to have access to these registry services when Civil Service staff are temporarily unavailable will compromise patient care and jeopardize facility licenses and related funding.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

PSC 4105-10/11

D. Will the contract(s) be renewed: Yes, if funding is available and the need persists.

2. **UNION NOTIFICATION:** Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

<input checked="" type="checkbox"/> <u>SEIU Local 1021</u>	<u>Jacquie Hale</u>	<u>9/19/13</u>
Union Name	Signature of person mailing/faxing form	Date

_____	_____	_____
Union Name	Signature of person mailing/faxing form	Date

RFP sent to <u>SEIU Local 1021</u> , on <u>May 24, 2013</u>	_____
Union Name	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4105-10/11
 STAFF ANALYSIS/RECOMMENDATION: Approved MW 11/27/2013

CIVIL SERVICE COMMISSION ACTION:

Union Notification(s)
◆ Local 1021



Yvonne Eckhoff/DPH/SFGOV

09/19/2013 12:33 PM

To: pattie.tamura@seiu1021.org, ed.warshauer@seiu1021.org,
brook.demmerie@seiu1021.org, l21pscreview@ifple21.org

cc

bcc: Junko Craft/DPH/SFGOV

Subject: PSC's for (1) Pharmacy Technician Registry Services at SFGH
and LHH - (2) Uncompensated Care Recovery Services. Planned
for the December 16, 2013 CSC meeting

History:  This message has been replied to and forwarded.

On behalf of: Jacquie Hale, Director of Contract Management and Compliance, Please find attached a draft of the following Personal Services Contract Summaries, which we plan to request for calendaring on the December 16, 2013, Civil Service Commission meeting agenda:

- (1) Pharmacy Technician Registry Service at San Francisco General Hospital and Laguna Honda Hospital
- (2) Uncompensated Care Recovery Services



PSC 4105-1011 9-19-13.pdf PSC4119-09109-19-13.pdf

Please let us know if you need additional information.
Thank You

Yvonne Eckhoff
Yvonne Eckhoff, Manager
Contract Award and Management
Community Behavioral Health Services (CBHS)
415-255-3492

P.S. Jacquie Hale is on emergency leave.

Prior Notice of Civil Service Commission Action – Initial – Current
Prior DHR Approved PSC Form 1– Initial – Current

PSC #4105-10/11

4105 10/11
Initial



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

May 18, 2011

DONALD A. CASPER
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRANO
COMMISSIONER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4104-10/11
THROUGH 4106-10/11; 2000-07/08; AND 4018-09/10.**

MARY Y. JUNG
COMMISSIONER

At its meeting of May 16, 2011 the Civil Service Commission had for its consideration the above matter.

LISA SEITZ GRUWELL
COMMISSIONER

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to:

- (1) Postpone PSC #4106-10/11 to the meeting of June 6, 2011 by mutual agreement of the Department of Public Works and IPTE Local 21.
- (2) Adopt the report; Approve request for proposed personal services on all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Micki Callahan, Human Resources Director
 - Carina Carlos, Department of Public Works
 - Gordon Choy, Department of Public Works
 - Marie de Vera, Department of Human Resources
 - Jacque Hale, Department of Public Health
 - Kan Htun, Arts Commission
 - Naomi Kelly, Office of Contract Administration
 - Ben Rosenfield, Controller
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR

5/16/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4104-10/11	28	Art Commission	Regular	\$2,624,000	Contracts for multiple artists to design, fabricate, transport and install artworks in a variety of media for the Public Safety Building as part of the capital projects for the new building.	5/1/2011 - 6/1/2015
4105-10/11	81	Public Health	Regular	\$6,200,000	Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workleed peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.	1/1/2011 - 12/31/2013
4106-10/11	90	Public Works	Regular	\$100,000	The Furniture Fixtures & Equipment (FF&E) Asset Management Consultant (AMC) shall participate with the Executive Architect and the Bureau of Architecture in the development and maintenance of the furniture program and create a base building database for the Public Safety Building (PSB) that accurately catalogs FF&E and related systems required for preparing a solicitation to the prospective vendor(s) of these systems. The AMC shall be responsible for ensuring that all furniture specified shall be completely installed by the manufacturers and/or vendors selected through a separate RFQ process.	3/1/2011 - 12/31/2013

Total Amount - Regular: \$8,924,000



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PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 21, 2011

DEPARTMENT NAME: Department of Public Health

DEPARTMENT NUMBER 81

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING [])
[] CONTINUING [] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION (PSC# [])

TYPE OF SERVICE: Pharmacist and Pharmacy Technician Registry Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$6,200,000 (for 3 yrs.) PSC DURATION: 01/01/11-12/31/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.

B. Explain why this service is necessary and the consequences of denial:

These services are necessary to provide an adequate level of pharmacy staff for San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH), and Jail Health Services (JHS), in order to maintain quality levels of care and meet licensing and regulatory requirements. Failure to have access to these registry services when Civil Service staff are temporarily unavailable will compromise patient care and jeopardize facility licenses and related funding.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

PSC 4060-03/04

D. Will the contract(s) be renewed: Yes, if funding is available and the need persists.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

SEIU Local 1021 Union Name, Signature of person mailing/faxing form: Jacquie Hale, Date: August 20, 2010 / April 21, 2011 (over)
Union Name, Signature of person mailing/faxing form, Date
RFP sent to SEIU Local 1021 Union Name, on May 24, 2010 Date, Junko Craft Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4105-10/11
STAFF ANALYSIS/RECOMMENDATION:

APR 20 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must have valid, current California State Board of Pharmacy licenses, and a minimum of two years experience which includes the use of a current inpatient/outpatient pharmacy computer system(s).

B. Which, if any, civil service class normally performs this work?

2450 Pharmacist; 2409 Pharmacy Technician

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The requested services are supplemental, as-needed services only. The registry services are only utilized to maintain staffing levels during unusually high patient activity workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Civil Service classifications already exist. It would be impractical to establish new classes, as the required services are on an as-needed, intermittent basis. These registry services are necessary because of workload peaks and/or unscheduled Civil Service absences which result in low staffing levels.

The Department has met with SEIU Local 1021 representatives, has provided information on the status of filling current position vacancies (please see attached), and has agreed to update this information and to meet with SEIU Local 1021 representatives annually, as well as to express its willingness to the Commission to provide similar reports to the Commission.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? DPH will utilize current vendors until a selection is made will utilize current vendors until a selection is made under an RFP (now in process).

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:


Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale
Print or Type Name

(415) 554-2609
Telephone Number

101 Grove Street, Room 307
San Francisco, CA 94102
Address

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Attachment to Personal Services Contract Summary: Pharmacist and Pharmacy Technician Registry Services

2409 Pharmacist and 2450 Pharmacy Technician positions added

SFGH has added 16 FTE pharmacists and 7 FTE pharmacy technicians in the past 4 years, despite a National shortage of pharmacist's shortage which has made it difficult to quickly fill positions and has required DPH to incorporate a variety of recruitment modalities to obtain qualified staff. Nonetheless, DPH Pharmacy has collaborated with HR to successfully hire qualified and talented Civil Service staff.

FTE Budget History (SFGH budgeted positions)

Class Title	Class	FY0607	FY0708	FY0809	FY0910	FY1011	Total Incr	Notes
Pharmacy Tech	2409	33.25	35.50	38.25	39.00	40.54	7.29	Regulatory
Pharmacist	2450	22.75	24.25	25.75	26.50	28.81	6.06	Regulatory
Supervising Pharmacist	2453	5.00	5.00	5.00	5.00	5.77	0.77	Regulatory
Clinical Pharmacist	2454	<u>14.75</u>	<u>21.31</u>	<u>24.38</u>	<u>24.75</u>	<u>24.75</u>	<u>10.00</u>	Regulatory
		75.75	86.06	93.98	95.25	99.87	24.12	
	Increase from Prev Year		10.31	7.32	1.87	4.62		

A reduction in registry use has not been possible for a variety of reasons:

1. Patient care mandates and regulatory scrutiny has heightened since 2005. Registry staff have been used to provide services until new Civil Service positions could be approved and filled.
2. The Pharmacy Department seeks to replace registry staff with Civil Service staff as much as possible. It does not use registry services as a substitute for Civil Service staff. On-call and part-time Civil Service pharmacy staff are called upon first to complete unfilled shifts. Registry staff is used only when Civil Service staff are unable to fill available shifts. Without the use of these services, Hospital licensing would be jeopardized.

New pharmacy services include:

- a. Medication review and profiling in the Emergency Department;
 - b. Medication review of patients receiving contrast media in Radiology;
 - c. Pharmacy staff preparing all intravenous medications (including NICU and ICU's).
3. Mandate to reduce overtime by Mayor's Office has resulted in a reduction in overtime by Civil Service staff and a commensurate increase in the use of Civil Service on-call and part-time staff, as well as registry personnel.
 4. Continued need to back-fill sick, vacation, and other leaves. This need has increased as new Civil Service staff have been hired.

The settlement agreement called for minimum staffing in the Outpatient Pharmacy. We have done that:

2001 Settlement Agreement

SFGH Outpatient Pharmacy staffing (#3)

Class Title	Class	Desirable (agreement)	Min (agreement)	Current
Pharmacy Tech	2409	7	6	9.5
Pharmacist	2450	9	7	9

Plans to reduce reliance on registry services to every extent possible:

1. Complete hiring of all vacant positions.
2. Add additional Civil Service on-call positions at SFGH.

Open Requisitions for 2409, 2450, and 2454 positions. Please specify what assignment or location each is intended for, the schedule for each position (e.g., FT or PT), as well as when the Req was approved, when the job announcement was published, and when the Department expects to fill the position.

Location	Classification	Location	# Positions	Schedule	Date posted	Date to fill
LH	2450	IP	1	PT	10/8/2010, waiting for referral	Will fill as soon as recruitment closes.
SFGH	2409	IP	1	FT	10/15/2010	Selection made
SFGH	2409	OP	1	FT	10/15/2010	Selection made
SFGH	2409	IP	3	FT	12/17/2010	Posting closed 1/7/11. Interviewing. Will fill ASAP
SFGH	2409	OP	2	FT	12/17/2010	Posting closed 1/7/11. Interviewing. Will fill ASAP.
SFGH	2450	IP	7	FT (6) PT (1)	Recruitment re-opened 1/7/11	ASAP, until qualified applicants identified and selected
SFGH	2454	IP	1	FT	tbd	Submitted request to hire on 1/7/11

For the past twelve months, the number of applicants and number of interviewees for each advertised position.

In the past twelve months, how many offers of employment have been made for positions in each of the above classifications and how many offers have been accepted (i.e., the position was filled).

Laguna Honda Hospital

2409 - One full time vacancy was filled via reassignment (from SFGH). There was one applicant and it was this individual who was selected.

2450 - One full time vacancy was filled this year. For this vacancy there were 19 applicants and 11 individuals were interviewed. One person was selected.

- There is currently one part time vacancy that is awaiting the referral process.

2454 - No recruitments this year at Laguna Honda Hospital

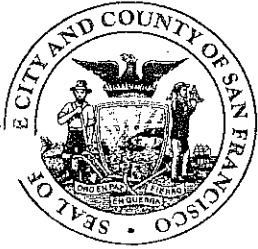
San Francisco General Hospital

2409 - There were two full time vacancies, first filled by reassignment and then the vacancies created from the reassignments were filled by new staff. There were three applicants and two were selected.

2450 - There were two vacancies which were filled by two reassignment employees. For these recruitments, only two people applied and two were interviewed.

Then there were four other vacancies where 46 applicants applied, 15 responded, and 4 were interviewed. The recruitment resulted in one person being offered a position and accepted and another employee was reinstated.

2454 - There were three vacancies. For these vacancies, there were 4 eligible's. One person declined to be interviewed and one person declined an offer of employment. Two people were selected.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

1. Civil Service Commission Register Number: _____ - _____ - _____

2. For Civil Service Commission Meeting of: December 16, 2013

3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda X
 Human Resources Director's Report

4. Subject: 2013 Workforce Utilization Analysis Report

5. Recommendation: Adopt report.

6. Report prepared by: Linda C. Simon Telephone number: 557-4837

7. Notifications:

Micki Callahan, Human Resources Director, 1 So. Van Ness Ave, 4th Fl.
Linda C. Simon, Deputy Director, EEO Programs, DHR, 1 So. Van Ness Ave. 4th Fl.

8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director: Micki Callahan

Date: December 5, 2013

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 "CSC RECEIPT STAMP" box to the right using the time-stamp in the CSC Office.

CSC RECEIPT STAMP

Attachment



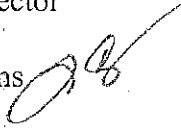
Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

MEMORANDUM

To: Civil Service Commission

Through: Micki Callahan, Human Resources Director

From: Linda C. Simon, Director EEO Programs 

Date: December 6, 2013

Subject: **2013 Equal Employment Opportunity Workforce Utilization Analysis**

Pursuant to Civil Service Commission Rule 103, Equal Employment Opportunity, "it is the policy of the Civil Service Commission of the City and County of San Francisco that all persons shall have equal opportunity in employment"

In keeping with this general requirement, Section 103.2, Equal Employment Opportunity Analysis, provides that, "the Department of Human Resources staff shall prepare every five years an analysis of the workforce to determine whether percentages of sex, race or ethnic groups in occupational categories are substantially similar to the percentages of those groups available in the workforce in the relevant job market who possess the basic job-related qualifications."

Enclosed is the 2013 Equal Employment Opportunity Workforce Utilization Analysis Report (2013 Report) prepared by the Department of Human Resources. The 2013 Report includes data from the 2010 U.S. Census on the race/ethnicity and gender composition of the City and County of San Francisco (*the City*) workforce on the available labor market for the civilian workforce, in occupational categories, and in similar selected job classes. The City's workforce composition is compared to the available labor market to assess if racial/ethnic and gender groups are substantially similar.

As of August 16, 2013, the City employed 23,237 persons in full time positions, including employees of all City departments, but excluding elected and appointed officials, and employments in the Municipal Transportation Agency (MTA), the School District (USD), the Community College District (CCD), and the Courts (CRT). Each of the excluded departments is authorized to prepare separate workforce utilization reports for submission to other government entities.

In summary, the City's total workforce continues to be represented at substantially similar percentages as the available labor market. Men and women are represented at percentages

substantially similar to their labor market availability. In addition, historically underrepresented racial/ethnic groups are present in the City workforce at percentages similar to or greater than their labor market availability. Blacks, Asians and American Indians are represented at parity or above parity with their labor market availability. Whites are below parity below parity in several occupational categories.

By occupational categories, Blacks and Asians/Filipinos are represented above parity in several occupational categories, while Whites are represented above parity in Protective Services. Compared to the labor market availability, White females are also at parity in the Officials/Administrators category.

The overall findings in the 2013 Report show the City remains in compliance with the Civil Service Commission Rule mandate to provide all persons equal employment opportunity in employment.

Attachment: 2013 Workforce Utilization Report

Recommendation: Adopt Report



**City & County of San Francisco
Department of Human Resources**

**Micki Callahan,
Human Resources Director**

**2013 Equal Employment
Opportunity**

**Workforce Utilization
Report**

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- B. Workforce Composition Percentages by Race/Ethnicity and Gender, 1972 – 2013

2013 EQUAL EMPLOYMENT OPPORTUNITY WORKFORCE UTILIZATION ANALYSIS

PURPOSE

The 2013 Equal Employment Opportunity (EEO) Workforce Utilization Analysis (2013 Report) reports on employments in the City & County of San Francisco as required by Civil Service Commission Rule 103, Equal Employment Opportunity.

AUTHORITY

Civil Service Commission Rule 103, Equal Employment Opportunity, Section 103.2, Equal Employment Opportunity Analysis, provides that “the Department of Human Resources staff shall annually prepare an analysis of the work force to determine whether percentages of sex, race, or ethnic groups in occupational categories are substantially similar to the percentages of those groups available in the workforce in the relevant job market who possess the basic job-related qualifications.”

BACKGROUND

DESCRIPTION AND SOURCES OF DATA

Data on the City’s workforce presented in this report reflects employments recorded in the PeopleSoft Human Capital Management (HCM) database as of August 16, 2013. The City reported 23,237 employments including employees for all City departments, but excluding elected and appointed officials (ELC/NCS), and employments in the Municipal Transportation Agency (MTA), the School and College Districts (USD, CCD) and the Courts (CRT). MTA employees are excluded from this report pursuant to San Francisco Charter section 8A.104, subdivision (f), which expands the authority of the MTA to perform duties previously delegated to the Director of Human Resources, including workforce utilization reporting.

The utilization analysis is a comparison of City employment to labor market availability by race/ethnicity and gender in defined occupational categories and in selected job classes. An occupational category is a broad grouping of job classes which require similar levels of skills or training. The City’s job classes are each mapped to an occupational category based upon the U.S. EEOC (Equal Employment Opportunity Commission) definitions and descriptions of the category.

Racial/ethnic group identifications in the City’s HCM database include: (1) White; (2) Black; (3) Hispanic; (4) Asian or Pacific Islander (non-Filipino); (5) Filipino; and (6) American Indian or Alaskan Native. Employees may self-identify race and gender at the time of appointment. Filipino race is recorded separate from other Asians pursuant to California Government Code section 50087, which requires government employers to count Filipinos as an individual racial group. Employees may identify as two or more races by selecting a primary race and secondary races. This information can be recorded in the HCM database; however workforce demographic reports will only show the employee’s primary race designation. Departmental human resources personnel must select a race and gender for employees who fail to self-identify. If race and gender are omitted the HCM database will not allow the creation of a record.

The Census Bureau collects race data in accordance with guidelines provided by the U.S. Office of Management and Budget, and these data are based on self-identification. People may choose to report more than one race to indicate their racial mixture of two or more groups. However, 2010 Census data indicates that only 2.9% of the national population reported two or more races.¹ In San Francisco 4.7% of the population reported two or more races in 2010.² Processes are underway for adding a category for two or more races to the City's HCM database. Not only will this allow for a more accurate comparison with U.S. Census data, but adding a "two or more" race category will comply with reporting mandates from the U.S. Department of Justice.

Racial/ethnic group identifications used by the 2010 Census included the following 12 racial groups:

- | | |
|---------------------------------------|-----------------------------|
| (1) White | (7) Other Asian |
| (2) Black, African American, or Negro | (8) Native Hawaiian |
| (3) American Indian or Alaska Native | (9) Guamanian or Chamorro |
| (4) Asian Indian | (10) Samoan |
| (5) Chinese | (11) Other Pacific Islander |
| (6) Filipino | (12) Some Other Race |

In addition to race, the US Census allows persons to identify Hispanic ethnicity by selecting one of the following:

1. Mexican, Mexican American, Chicano
2. Puerto Rican
3. Cuban
4. Other Spanish/Hispanic/Latino

Hispanic origin is considered separately from race in the 2010 Census—and Hispanics may identify as any race.

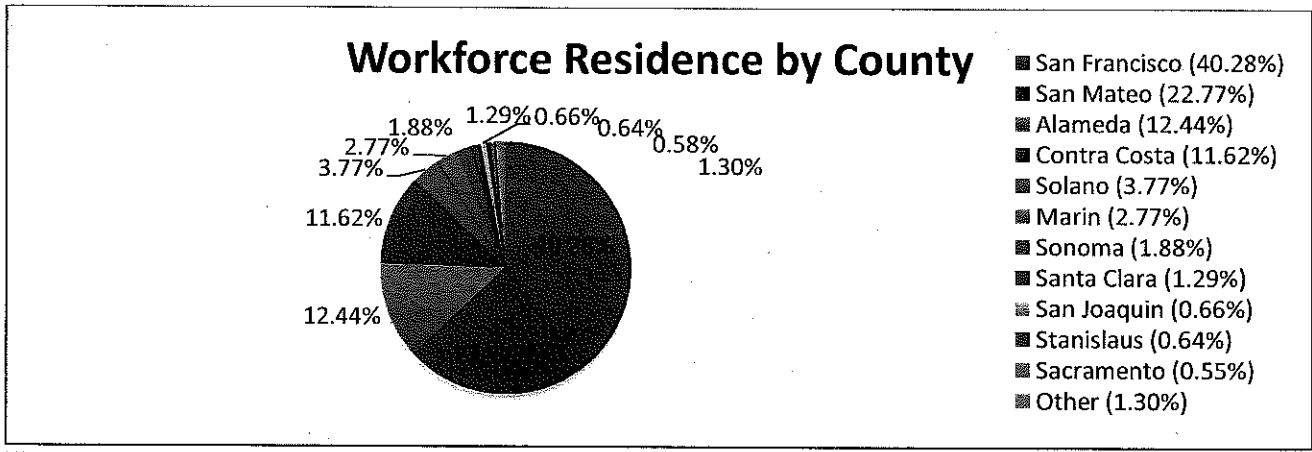
Nevertheless, the Equal Employment Opportunity Tabulation (EEO Tabulation), which examines labor force diversity using Census data, is produced for federal agencies responsible for monitoring employment practices and enforcing civil rights laws for the workforce. The EEO Tabulation includes seven single racial groups: (1) White Hispanic or Latino (2). All other Hispanic or Latino; (3) White; (4) Black or African American; (5) American Indian and Alaska Native; (6) Asian; (7) Native Hawaiian and Other Pacific Islander. The EEO Tabulation also includes seven categories for two or more races and one category for other non-Hispanic races. Employers use this tabulation to measure compliance with federal laws and regulations. The Equal Employment Opportunity Commission, the Employment Litigation Section of the Civil Rights Division at the Department of Justice, the Office of Federal Contract Compliance Programs at the Department of Labor, and the Office of Personnel Management sponsor this EEO data reporting. Because the City's workforce data is not an exact match to U.S. Census data or the EEO Tabulation, this report is a general comparison of racial groups in the City's workforce to local labor force demographics.

¹ 2010 Census Brief: *The Two or More Race Population*, Issued September 2012, <http://www.census.gov/prod/cen2010/briefs/c2010br-13.pdf>

² Bay Area Census <http://www.bayareacensus.ca.gov/counties/SanFranciscoCounty.htm>

Labor market availability refers to the pool of persons in the labor force who are employed or are seeking employment. Labor market data is taken from the EEO Tabulation 2006-2010 (5-year American Community Survey data) released on November 29, 2012.

As of August 16, 2013, 98.70% of the City's employees resided in eleven northern California counties. Eight of these counties are members of the Association of Bay Area Governments.³ For this report, labor market availability data was compiled from Census statistics for the eleven counties represented at .5% or higher in the City's workforce. County data was apportioned based on percentages of employees residing in each county. For example, 40.28% of the City's employees resided in San Francisco in 2013, so San Francisco census data accounted for 40.28% of the City's relevant labor market data. See *Appendix A*.



POPULATION AND LABOR MARKET CHANGES SINCE 2000

U.S. census data for 2010 shows changes in local labor force demographics since 2000. Census 2010 data shows San Francisco's population has grown 3.67% since 2000. However, the Black/African American population has decreased 19.24%, while the Asian population increased 11.83%. Population changes have impacted the available labor pool, which has grown 3.93% overall.

UTILIZATION ANALYSIS METHODOLOGY

Utilization rates, presented in percentages, are approximate indicators of whether a particular racial/ethnic or gender group is represented at a level similar to the group's presence in the labor market. The 2006-2010 EEO Tabulation serves as the primary external benchmark for comparing the race, ethnicity, and gender composition of an organization's internal workforce, and the analogous external labor market, within a specified geography and job category.

In this report, utilization is computed as follows: the percentage total of a racial/ethnic and/or gender group in the City's workforce is divided by the percentage total of the same or similar group in the available labor market. A utilization rate of 100% indicates that the group is represented in the City at the same percentage as is reported by the Census to be available in the labor market. A utilization

³ Formed in 1961, ABAG addresses issues common to bay area residents from a regional perspective. ABAG council members represent San Francisco, San Mateo, Alameda, Contra Costa, Solano, Marin, Sonoma, Santa Clara and Napa.

rate higher than 100% indicates a higher percentage representation of the group than is in the labor market. A rate that is lower than 100% indicates that there is a smaller percentage of the group in the City's workforce than is available in the labor market.

2013 DEVELOPMENTS AND CHALLENGES

Unemployment rates in the Bay Area declined in August after a brief rise in July of 2013, according to data from the California Employment Development Department. In the Bay Area, unemployment remains significantly below the 10.4 % state average. San Francisco saw a decrease from 5.9% to 5.6 %, and Marin County, which typically has the lowest unemployment rate in California, dropped from 5.3 % to 5%. East Bay and North Bay counties also saw lower unemployment levels, with Alameda County falling from 7.8 % to 7.4 %, Contra Costa County from 7.7 % to 7.3 % and Sonoma County from 7.1% to 6.6 %. Solano County, which has the highest unemployment rates in the Bay Area, had its rate decline from 8.5 % to 8.2 %.

Corresponding to a decline in San Francisco's unemployment rate, the City's workforce has seen a decline in the percentage of employees residing in San Francisco. In 2008, San Francisco residents comprised 45% of the City's workforce. That percentage has fallen to 40.28% in 2013, as relatively more San Francisco workers secure private sector jobs. The City has seen modest increases in the percentage of employees residing in the following Bay Area counties: San Mateo, Alameda, Contra Costa, and Santa Clara. The percentage of employees residing in Solano County has declined, which likely can be attributed to higher transportation costs of commuting from that area.

SUMMARY OF FINDINGS

- The City continues to employ a diverse workforce in which all racial/ethnic groups are well represented.
- Traditionally underrepresented racial/ethnic groups—Blacks and Asians/Filipinos—are all represented in the City workforce at percentages equal to or above their percentages in the available labor market.
- Black/African-American utilization rates are rising as this group declines in the population. The consistent findings may reflect the fact that there has been a modest decrease in the City's workforce and no significant changes in the composition of the workforce. With the exception of African-Americans, Census data reflects only minor changes in demographics for counties represented in the City's workforce.
- Whites continue to make up the largest percentage of City employees, but the group is underrepresented in the aggregate overall City classifications, compared to their availability in the labor market.
- Women and men are represented at rates nearly identical to their availability in the labor market.
- Traditional gender-type occupational percentages remain unchanged. Women are represented at more than three times the rate of men in the Office/Clerical occupational category. Men are represented at more than 25 times the rate of women in the Skilled Crafts occupational

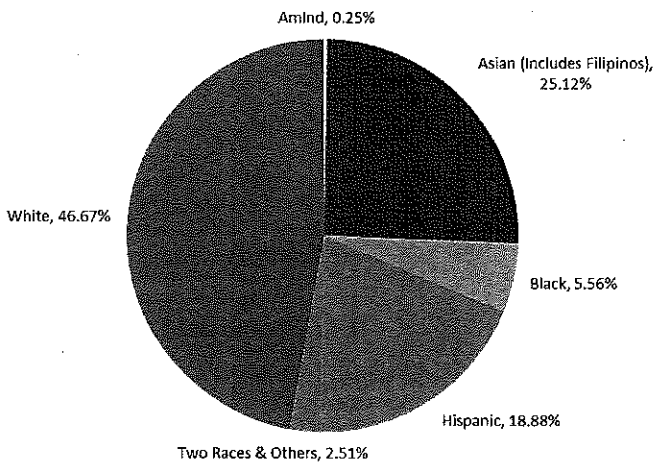
category. Women and men are below parity compared to their labor market availability in these gender-type occupational categories.

PART I: TOTAL CITY WORKFORCE

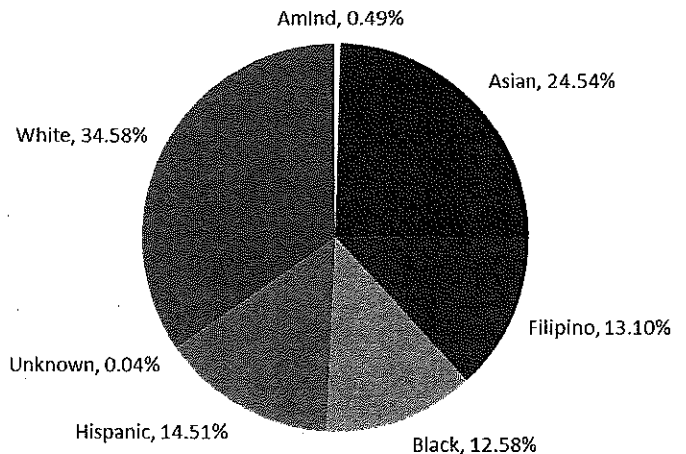
The City reported 23,237 employments as of August 16, 2013, not including elected and appointed officials (ELC/NCS), and employments in the Municipal Transportation Agency (MTA), the School (USD) and College Districts (CCD) and the Courts (CRT). Overall the City's workforce decreased from 24,092 employments in 2008, to the current 23,237 employments, for a 3.55% decrease. However, the current figure represents a slight increase over the 2011 total when the number of employments dropped to 22,109.

I.1. TOTAL CITY WORKFORCE BY RACE/ETHNICITY AND GENDER

11 County Available Workforce (2010 Census)



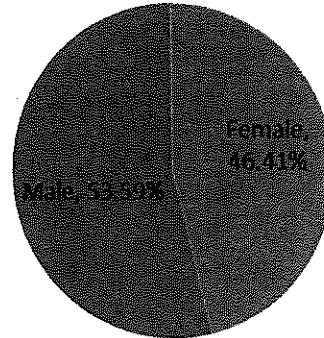
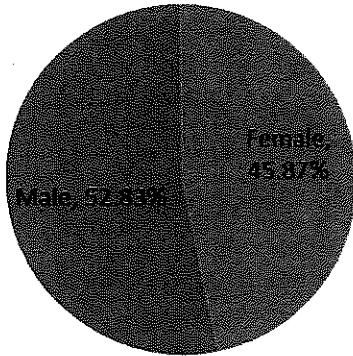
2013 CCSF Workforce



Whites continue to be the largest racial/ethnic group at 34.58% of the workforce, and White males the largest group by race/ethnicity and gender, at 21.65%. Asians represent the next largest group at 24.54%. Blacks, Hispanics and Filipinos are each represented at similar percentages (12% - 15%). American Indians and Alaskan Natives continue to represent less than one percent of the City's workforce. Compared to DHR's 2008 report, the percentage of White employment has decreased from 36.3% to 34.58%, and the percentage of Black employment decreased from 13.2% of the total workforce to 12.58%. However, even with this decline in Black employees this group is still above parity compared to the available workforce. In contrast, Asian employment increased from 22.4% to 24.54%. Hispanic employments increased from 13.9% to 14.51% of the workforce. Workforce reductions, economic growth in the private sector, and population shifts account for many changes in the City's workforce demographics.

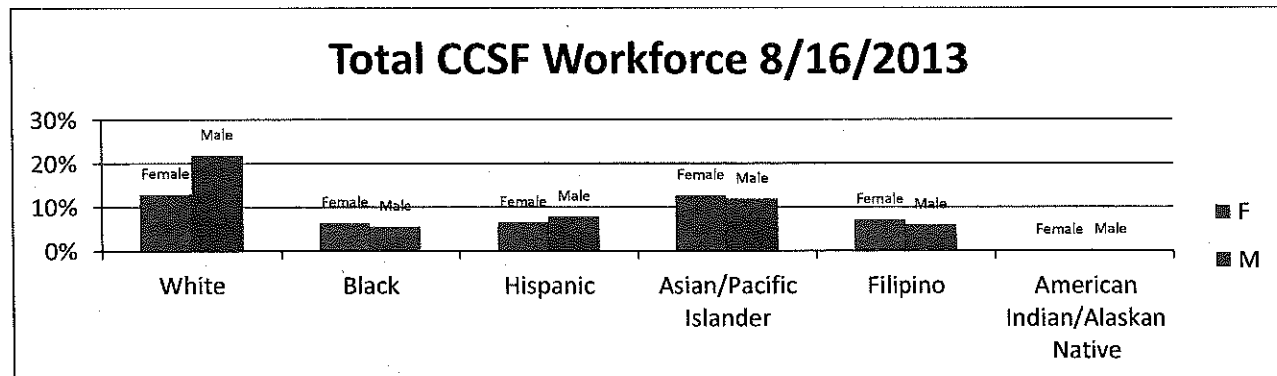
11 County Available Workforce by Gender

2013 CCSF Workforce



Composition: Total City Workforce, 8/16/2013

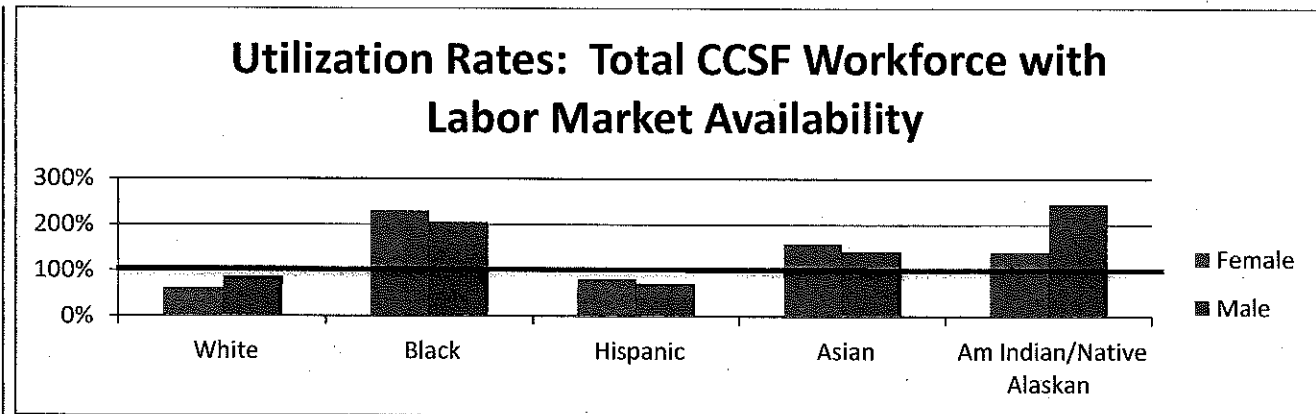
	White	Black	Hispanic	All Asians		Am. Indian	Unknown	Total
				Asian	Filipino			
Female	3005	1572	1535	2940	1658	39	4	10753
	12.93%	6.77%	6.61%	12.65%	7.14%	0.17%	0.02%	46.28%
Male	5030	1388	1834	2763	1385	75	5	12480
	21.65%	5.97%	7.89%	11.89%	5.96%	0.32%	0.02%	53.71%
Unknown			1					1
Total	8035	2962	3371	5703	3043	114	9	23237
	34.58%	12.58%	14.51%	24.54%	13.10%	0.49%	0.04%	8746 (37.64%)



According to the 2010 U.S. Census, labor market availability (for the eleven counties in which 98.70% of the City's employees reside) appeared as follows:

Labor Market Availability by Percentage (Representative of 11 Counties)							
	White	Black	Hispanic	Asian	AmInd/ Alaskan	Two Races & Others	Total
Female	21.11%	2.82%	8.02%	12.52%	0.12%	1.27%	45.87%
Male	25.26%	2.74%	10.86%	12.60%	0.13%	1.24%	52.83%
Total	46.37%	5.56%	18.88%	25.12%	0.25%	2.51%	98.70%

These percentages represent persons residing in the eleven counties who were in the labor force or available for work. At this level, general comparisons can be made between the City's workforce composition and the Census data on labor market availability; however, factors such as job qualifications, education and experience were not taken into account in the comparisons.



Asians (including Filipinos) comprise the largest number of the City's employees. This group is above parity at 37.92% compared to their general labor market availability of 25.12%. The second largest group is Whites at 34.92% of the workforce. Whites continued to be below parity compared to their general labor market availability of 46.37%. Blacks comprise 12.58% of the City's total workforce, and only 5.56% of the available labor market. Hence the utilization rate of Blacks is more than twice the availability of Blacks in the labor market. Hispanics are below parity at 76.16% of labor market availability. American Indians are above parity at 196% of their labor market availability, although the number of employees is so small that the percentage may lack practical significance.

I. 2 WORKFORCE BY APPOINTMENT TYPE, RACE/ETHNICITY

Appointments of City employees are recorded as Permanent Civil Service, Permanent Exempt, Temporary Provisional, Temporary Exempt, or other status. Civil Service Commission Rules define Permanent Civil Service appointments to be those made as result of certification from an eligible list to a permanent position or to a position declared permanent. Provisional appointments are appointments to a permanent or temporary position in the absence of an available eligible list or in an emergency, which in either case is time limited. Exempt appointments are appointments to a

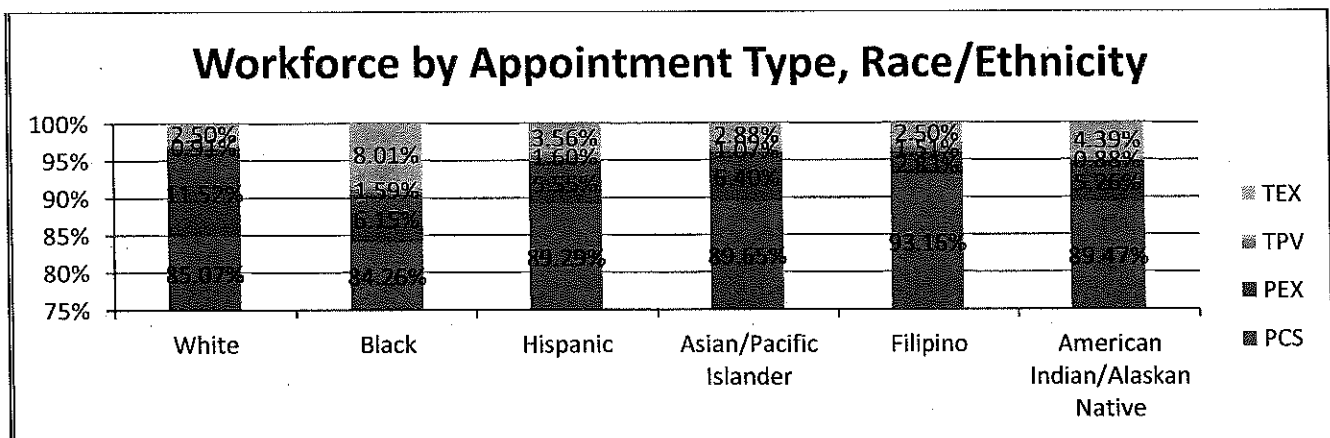
permanent or temporary position exempt from being filled from an eligible list in accordance with the provisions of Section 10.104 of the Charter.

As of August 16, 2013, the City reported 20,384 Permanent Civil Service (PCS) employments, representing 87.73% of the total workforce. Permanent Exempt (PEX) employments accounted for 7.57% of appointments (1,760), while Temporary Provisional (TPV) employments were 3.46% (803) and Temporary Exempt (TEX) employments were 1.21% of appointments (282). Temporary Civil Service (TCS) comprised 0.03% of the workforce (8).

City employees in Permanent Exempt appointments include, as examples: project managers, physicians, investigators, police inspectors, attorneys, confidential secretaries, and staff in the Mayor's Office or Board of Supervisors.

By race/ethnicity, Filipinos in the City's workforce had the greatest percentage (93.13%) of Permanent Civil Service (PCS) appointments, and Whites had the greatest percentage (11.51%) of Permanent Exempt (PEX) employments. In contrast, 85.04% of Whites in the City's workforce were employed in PCS, and 2.83% of Filipinos in PEX appointments.

Workforce by Appointment Type, Race/Ethnicity									
	White	Black	Hispanic	Asian/PI	Filipino	AmInd/AN	Unknown	Total %	Count
PCS	85.04%	84.20%	89.29%	89.62%	93.13%	89.47%	0.00%	87.73%	20384
PEX	11.51%	6.14%	5.55%	6.40%	2.83%	5.26%	100.00%	7.57%	1760
TCS	0.04%	0.07%	0.00%	0.04%	0.03%	0.00%	0.00%	0.03%	8
TEX	2.50%	8.00%	3.56%	2.88%	2.50%	4.39%	0.00%	3.46%	803
TPV	0.91%	1.59%	1.60%	1.07%	1.51%	0.88%	0.00%	1.21%	282
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	23237

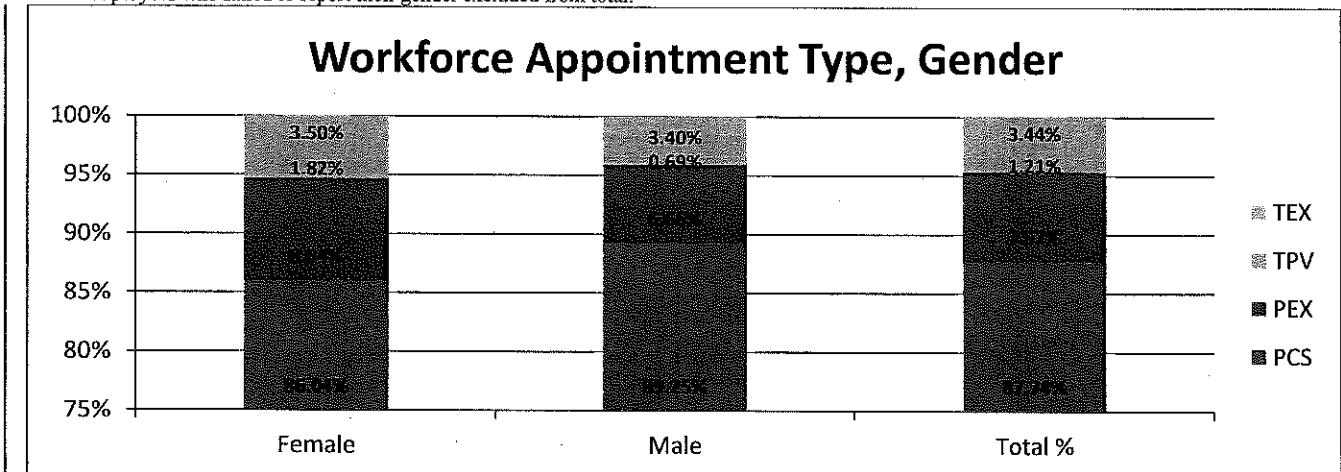


I.3 WORKFORCE BY APPOINTMENT TYPE AND GENDER

Males comprise a higher percentage of Permanent Civil Service (PCS) employments than do Females, while Females comprise more Permanent Exempt (PEX) and Temporary Provisional (TPV) employments than do Males.

Workforce by Appointment Type, Gender				
	Female	Male	Total %	Total Count
PCS	86.04%	89.25%	87.74%	20383
PEX	8.64%	6.66%	7.57%	1759
TCS	0.07%	0.01%	0.03%	8
TEX	3.50%	3.40%	3.44%	800
TPV	1.82%	0.69%	1.21%	282
Total	100.00%	100.00%	100.00%	23233*

*Four employees who failed to report their gender excluded from total.



PART II: WORKFORCE BY OCCUPATIONAL CATEGORIES

II.1 DISTRIBUTION OF CITY WORKFORCE BY OCCUPATIONAL CATEGORY, RACE/ETHNICITY

The occupational category with the largest number of employments is in the Professional category with 7,725, or one-third, of all employments. The next largest category is the Protective Service Worker category with 3,811 or 16.40% of employments. These findings are consistent with the 2008 report.

Accordingly, all racial/ethnic groups, except American Indians/Alaskan Natives, had the most employments in the Professional category. The second most employments for Whites, Blacks, Hispanics and American Indians were in the Protective Service Worker category. The second most employments for Asians and Filipinos were in the Administrative Support category, specifically in the Office/Clerical category.

8/16/2013 Workforce Composition: Count by Occupational Category, Race/Ethnicity								
EEO-4 Cat	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Unknown	Total
Officials and Administrators (01)	529	112	99	158	50	2		950
Professionals (02)	3157	768	847	1968	938	29		7725
Technicians (03)	766	278	404	652	375	10		2485
Protective Service (04)	1615	464	643	701	360	28		3811
Paraprofessionals (05)	259	465	378	524	477	12		2115
Office/Clerical (06)	385	412	375	750	487	5		2414
Skilled Crafts (07)	696	111	192	175	104	13		1291
Service Maintenance (08)	599	344	426	737	248	15		2369
No EEO-4 Reporting	29	8	7	20	4		9	77
Total	8035	2962	3371	5703	3043	114	9	23237

8/16/2013 Workforce Composition: Percentage by Occupational Category, Race/Ethnicity								
EEO-4 Cat	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Unknown	Total
Officials and Administrators (01)	2.28%	0.48%	0.43%	0.68%	0.22%	0.01%	0.00%	4.09%
Professionals (02)	13.59%	3.31%	3.65%	8.55%	4.04%	0.12%	0.00%	33.24%
Technicians (03)	3.30%	1.20%	1.74%	2.81%	1.61%	0.04%	0.00%	10.69%
Protective Service (04)	6.95%	2.00%	2.77%	3.02%	1.55%	0.12%	0.00%	16.40%
Paraprofessionals (05)	1.11%	2.00%	1.63%	2.26%	2.05%	0.05%	0.00%	9.10%
Office/Clerical (06)	1.66%	1.77%	1.61%	3.23%	2.10%	0.02%	0.00%	10.39%
Skilled Crafts (07)	3.00%	0.48%	0.83%	0.75%	0.45%	0.06%	0.00%	5.56%
Service Maintenance (08)	2.58%	1.48%	1.83%	3.17%	1.07%	0.06%	0.00%	10.19%
No EEO-4 Reporting	0.12%	0.03%	0.03%	0.09%	0.02%	0.00%	0.04%	0.33%
Total	34.58%	12.75%	14.51%	24.54%	13.10%	0.49%	0.04%	100.00%

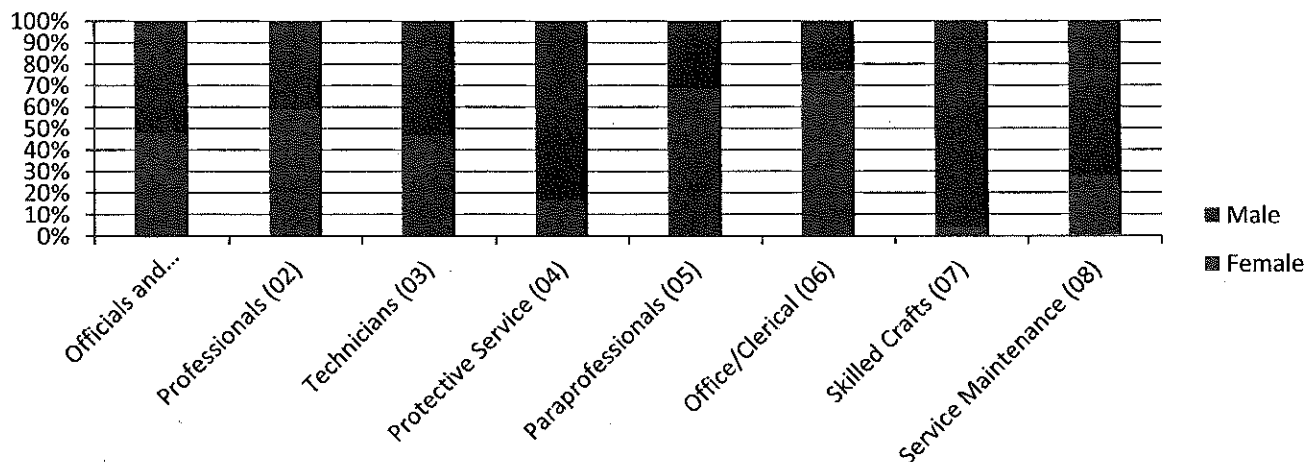
Job classes identified with 'No EEO Category' were primarily Mayoral Staff classes. Because job specifications do not exist for these classes, they were not mapped to occupational categories.

II.2 DISTRIBUTION OF CITY WORKFORCE BY OCCUPATIONAL CATEGORY AND GENDER

Females were employed in greatest numbers in the Professional category, followed by the Office/Clerical category. Males were employed in greatest numbers in the Professional category, followed by the Protective Service category.

10/31/2011 Workforce Composition: By Occupational Category, Gender							
Occupational Category	Female	Female %	Male	Male %	Unknown	Total	% Total
Officials & Administrators (01)	459	1.98%	491	2.11%		950	4.09%
Professionals (02)	4528	19.49%	3196	13.75%	1	7725	33.24%
Technicians (03)	1167	5.02%	1318	5.67%		2485	10.69%
Protective Service (04)	636	2.74%	3175	13.66%		3811	16.40%
Paraprofessionals (05)	1370	5.90%	742	3.19%	3	2115	9.10%
Office/Clerical (06)	1840	7.92%	574	2.47%		2414	10.39%
Skilled Craft (07)	49	0.21%	1242	5.34%		1291	5.56%
Service Maintenance (08)	658	2.83%	1711	7.36%		2369	10.19%
No EEO-4 Reporting	46	0.20%	31	0.13%		77	0.33%
Total	10753	46.28%	12480	53.71%	4	23237	100.00%

Distribution by Occupational Category



This table shows significant disparity in the utilization of Males and Females in Protective Service, Office/Clerical, Skilled Craft, and Service Maintenance Workers. However, compared to labor market availability no significant underutilization is noted in these occupational categories.

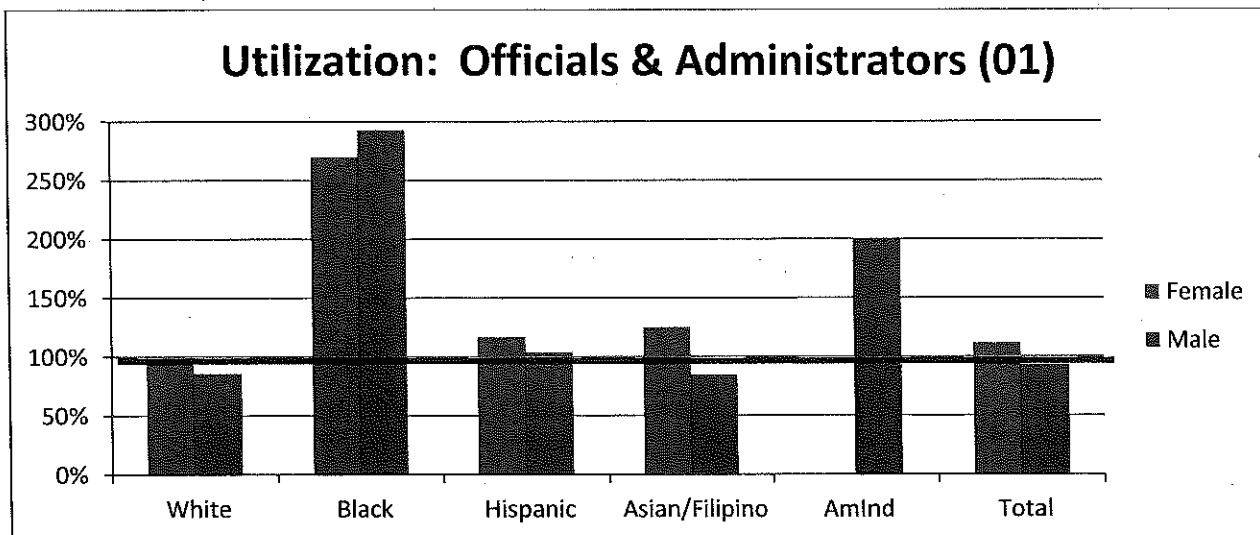
II. 3 OCCUPATIONAL CATEGORY: OFFICIALS AND ADMINISTRATORS

The EEOC describes Officials and Administrators as occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agencies operations, or provide specialized consultation on a regional, district, or area basis. The 2010 Census reported the following availability:

	White	Black	Hispanic	Asian/ Filipino	AmInd	Two or More Races	Other Race	Total
Female	24.76%	2.20%	4.43%	10.18%	0.13%	0.84%	0.41%	42.95%
Male	36.46%	1.99%	5.08%	10.92%	0.11%	0.78%	0.41%	55.75%
Total	61.22%	4.19%	9.51%	21.10%	0.24%	1.62%	0.82%	98.70%

	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
				All Asians			
Female	233	56	50	88	32		459
				Combined: 118			
				9.26%	3.37%		
Male	296	56	49	70	18	2	491
				Combined: 86			
				7.37%	1.89%		
Total	529	112	99	158	50	2	950
				Combined: 208			
				16.63%	5.26%		
	55.51%	11.77%	10.48%	Combined: 21.89%		0.25%	100.00%

The City reported 950 employments in the Officials and Administrators category. City jobs in this category include: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, police and fire chiefs, assessors as well as managers in the City's MCCP (Management & Compensation Classification Plan), departmental personnel officers, information services managers, health administrators, fiscal managers, maintenance superintendents, etc.



Compared to 2010 Census data, the City's Officials and Administrators reflect the diverse composition of the available labor market. In this occupational category, Hispanic males and Asian males are utilized at rates similar to their labor market availability while Blacks and American Indian males are utilized at rates significantly greater than their labor market availability. Although Whites hold 55.51% of jobs in this category, they are utilized at 90.67%, slightly less than labor market availability. Both men and women are represented at approximately the same utilization percentages as in the available labor market, with women at a slightly higher rate.

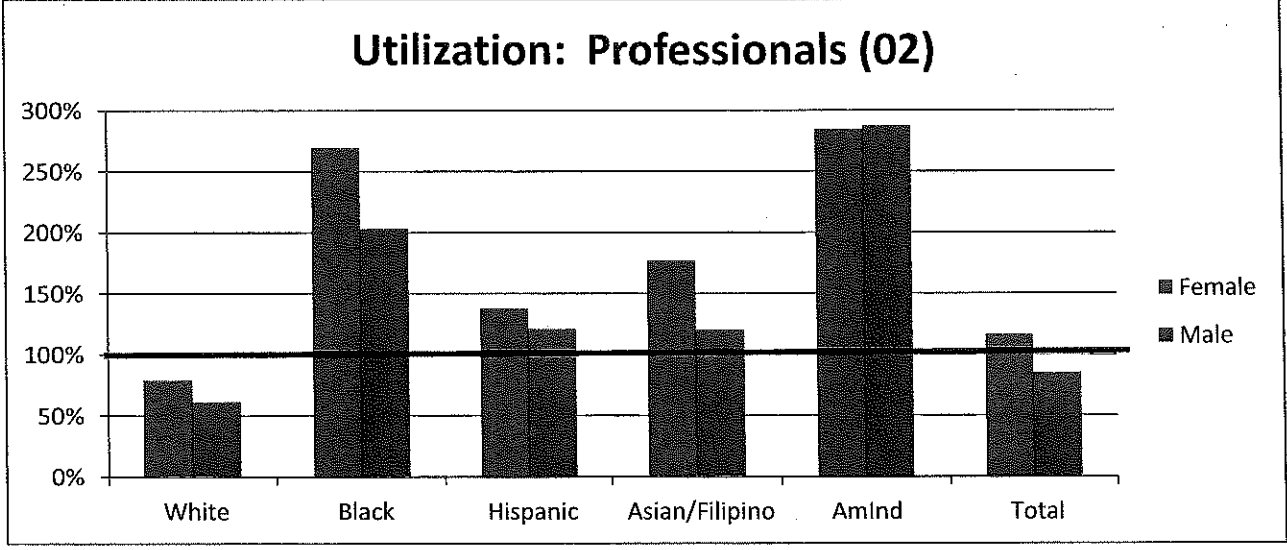
II.4 OCCUPATIONAL CATEGORY: PROFESSIONALS

The EEOC describes Professionals as occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. The Special EEO Tabulation of the 2010 Census reported the availability of professional workers as follows:

EEO Tabulation 2006-2010: Professionals (02)								
	White	Black	Hispanic	Asian/Filipino	AmInd	Two or More Races	Other	Total All Races
Female	28.70%	2.26%	4.71%	13.06%	0.07%	0.93%	0.55%	50.28%
Male	29.32%	1.86%	3.68%	12.18%	0.06%	0.84%	0.48%	48.42%
Total	58.02%	4.12%	8.39%	25.24%	0.13%	1.77%	1.03%	98.70%

8/16/2013 Composition: Professionals (EEO-4 Job Code 02)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	1751	473	502	Asian/PI	Filipino	15	4528
				All Asians			
				1161	626		
Male	1406	295	344	Combined: 1744		14	3196
				15.03%	8.10%		
				Combined: 23.13			
Total	3157	768	846	10.68%	4.04%	29	7724
				Combined: 14.72			
				1986	938		
	40.87%	9.94%	10.95%	Combined: 2848		0.38%	100.00%
				25.71%	12.14%		
				Combined: 37.85%			

In 2013, the City reported 7,724 employments in the Professional category, the largest of all occupational categories. The Professionals category includes personnel and labor relations workers, social workers, registered nurses, lawyers, systems analysts, accountants, engineers, police and fire captains and lieutenants, librarians, management analysts, probation officers, counselors, architects, training officers, pharmacists, biologists, purchasers, planners, etc.



Compared to 2010 Census data, the City's Professionals, with the exception of Whites, reflect the diverse composition of the available labor market. Blacks, Hispanics, Asians/Filipinos, and Females are fully utilized compared to labor market availability statistics.

II.5 OCCUPATIONAL CATEGORY: TECHNICIANS

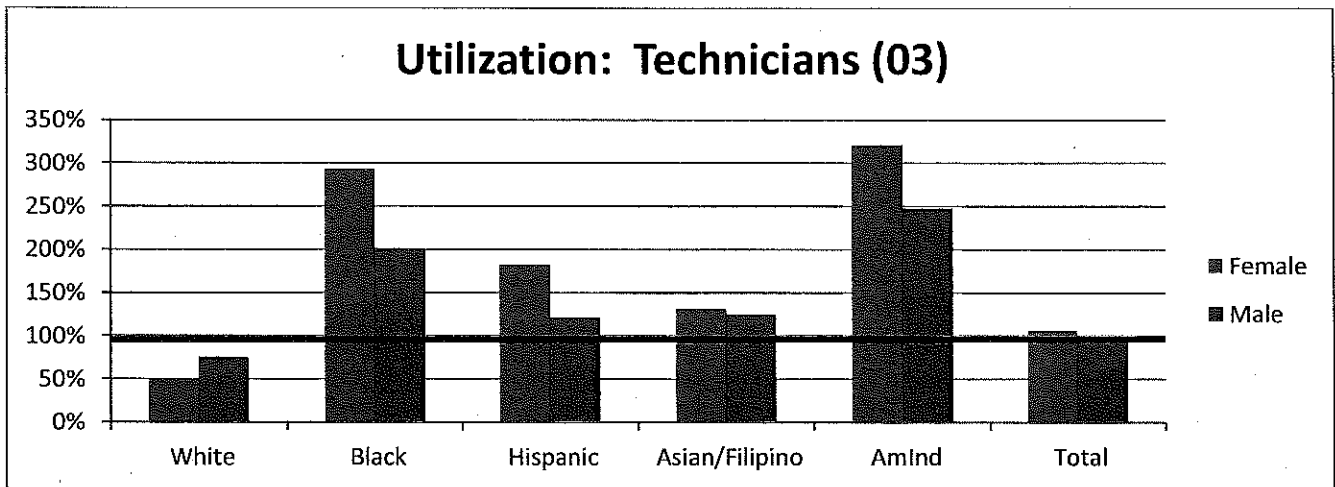
The EEOC describes Technicians as occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. The 2010 Census reported the availability of technical workers as follows:

EEO Tabulation 2006-2010 : Technicians (03)								
	White	Black	Hispanic	Asian/Filipino	AmInd	Two or More Races	Other Race	Total
Female	18.01%	2.31%	5.09%	16.46%	0.09%	1.72%	0.41%	44.09%
Male	28.68%	2.09%	5.71%	15.87%	0.05%	1.47%	0.74%	54.61%
Total	46.68%	4.40%	10.81%	32.33%	0.14%	3.19%	1.15%	98.70%

8/16/2013 Composition: Technicians (EEO-4 Job Code 03)

	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
				All Asians			
Female	224	171	231	319	215	7	1167
				Combined: 534			
	9.01%	6.88%	9.30%	12.84%	8.65%		
				Combined: 21.49%		0.28%	46.96%
Male	542	107	173	333	160	3	1318
				Combined: 493			
	21.81%	4.31%	6.96%	13.40%	6.44%		
				Combined: 19.84%		0.12%	53.04%
Total	766	278	404	652	375	29	2485
				Combined: 2848			
	30.82%	11.19%	16.26%	26.24%	15.09%		
				Combined: 41.33%		0.4%	100.00%

In 2013, the City reported 2,485 employments in the Technician category, which includes licensed practical nurses, drafters, medical technicians, police and fire sergeants, claims investigators, building inspectors, eligibility workers, and engineering assistants.



As in the Officials & Administrators and Professionals categories, Blacks, Hispanics, and Asians/Filipinos, are fully utilized compared to labor market availability statistics. Whites are below parity compared to their labor market availability rates. Further analysis of individual job classes in this category is presented in Part III of this report.

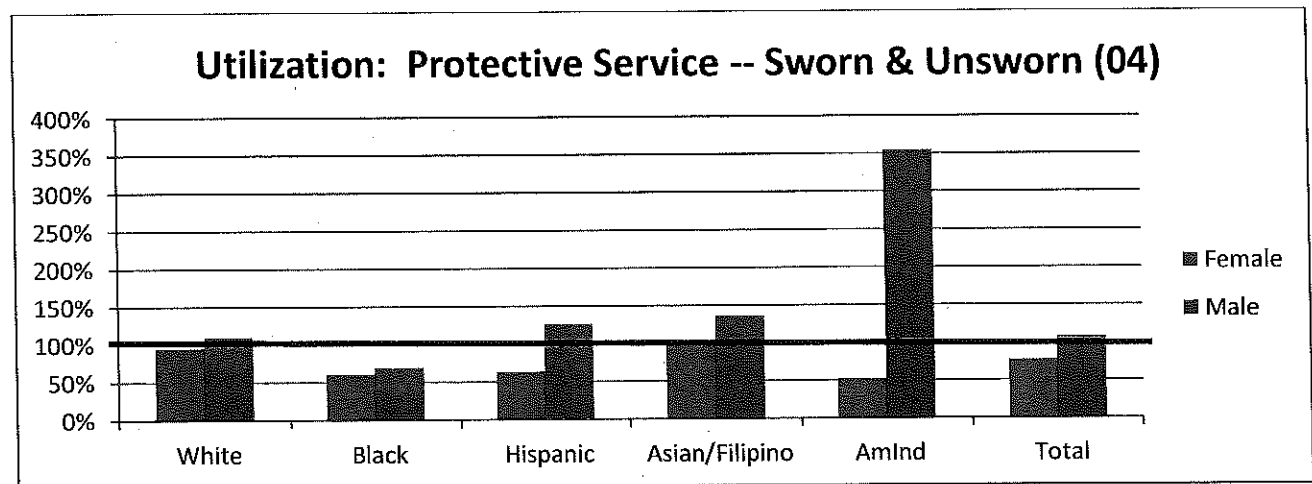
II.6 OCCUPATIONAL CATEGORY: PROTECTIVE SERVICE WORKERS

The EEOC describes Protective Service Workers as: Occupations in which workers are entrusted with public safety, security and protection from destructive forces. For purposes of this report, Census data for sworn and unsworn Protective Service Workers has been combined; thus the City's EEO tabulation also combines sworn and unsworn Protective Service Workers. The 2010 Census reported the availability of sworn and unsworn protective service workers as follows:

EEO Tabulation 2006-2010 : Protective Service -- Sworn & Unsworn (04)								
	White	Black	Hispanic	Asian/Filipino	AmInd	Two or More Races	Other Race	Total
Female	7.39%	5.59%	4.16%	3.33%	0.25%	0.73%	0.17%	21.62%
Male	32.09%	12.60%	11.23%	17.98%	0.17%	2.17%	0.84%	77.08%
Total	39.48%	18.19%	15.39%	21.31%	0.42%	2.90%	1.01%	98.70%

8/16/2013 Composition: Protective Services -- Sworn & Unsworn (EEO Job Code 04)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	270	130	101	89	41	5	636
				Combined: 130			
				2.34%	1.08%		
	7.08%	3.41%	2.65%	Combined: 3.42 %		0.13%	16.69%
Male	1345	334	542	612	319	23	3175
				Combined: 931			
				16.06%	8.37%		
	35.29%	8.76%	14.22%	Combined: 24.43 %		0.60%	83.31%
Total	1615	464	642	701	360	28	3811
				Combined: 1061			
				18.39%	9.45%		
	42.38%	12.18%	16.87%	Combined: 27.84%		0.73%	100.00%

In 2013, the City reported 3,811 employments in the Protective Service category, which includes police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, park rangers, parking control officers, museum guards, airfield safety officers, etc.



Compared to 2010 Census data, Whites, Asian/Filipinos, Hispanic males and American Indian males are fully utilized compared to labor market availability rates. Blacks, Hispanic females and American Indian females are below parity compared to their labor market availability rates.

II. 7 OCCUPATIONAL CATEGORY: PARAPROFESSIONALS

The EEOC describes Paraprofessionals as occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. City jobs in this category include research assistants, child support workers, recreation assistants, home health aides, library assistants and clerks, and similar workers. Other paraprofessionals include health and laboratory assistants, health workers, instructional assistants, and public service aides. In 2013, the City reported 1796 Paraprofessional employments.

The Census Bureau did not include a Paraprofessionals category in its Census 2010 Special EEO Tabulation Files. Jobs that were previously included in this category are now mapped to other categories. For example, Health aides are now mapped to the Service Maintenance category; Library Technicians are now mapped to the Administrative Support category. For this reason, we are unable to provide a work force utilization comparison for this category.

The Department of Human Resources will work with the Controller’s eMerge Office to revise the City’s occupational reporting to make it consistent with U.S. Census data.

8/16/2013 Composition: Paraprofessionals (EEO-4 Job Code 05)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	150	300	250	349	316	5	1370
				Combined: 665			
Male	109	163	127	175	161	7	742
				Combined: 336			
Total	259	463	377	486	455	12	2112
				Combined: 1001			
	7.10%	14.20%	11.84%	16.52%	14.96%	0.24%	64.87%
	5.16%	7.72%	6.01%	8.29%	7.62%	0.33%	35.13%
	12.26%	21.92%	17.85%	24.81%	22.59%	0.57%	100.00%
				Combined: 47.4%			

*Due to no Census data, a workforce utilization comparison is not available.

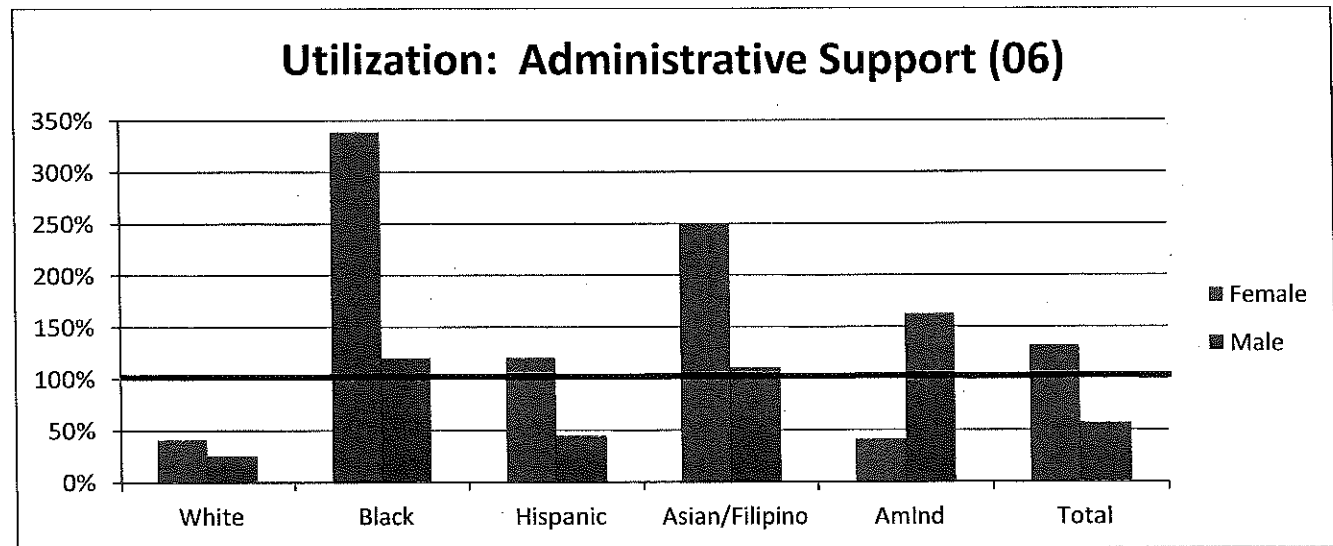
II.8 OCCUPATIONAL CATEGORY: ADMINISTRATIVE SUPPORT WORKERS

The EEOC describes Administrative Support (or Office/Clerical) Workers as occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. The 2010 Census reported the availability of administrative service workers in our labor market as follows:

EEO Tabulation 2006-2010: Administrative Support (06)								
	White	Black	Hispanic	Asian/ Filipino	AmInd	Two or More Races	Other Race	Total
Female	25.70%	4.21%	10.35%	15.68%	0.21%	1.06%	0.65%	57.86%
Male	19.68%	2.31%	6.74%	11.11%	0.08%	0.53%	0.39%	40.84%
Total	45.38%	6.52%	17.09%	26.79%	0.29%	1.59%	1.04%	98.70%

8/16/2013 Composition: Administrative Support (EEO-4 Job Code 06)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	258	344	300	574	362	2	1840
				Combined: 936			
Male	127	68	75	176	125	3	574
				Combined: 301			
Total	385	412	375	717	469	5	2414
				Combined: 1186			
	15.95%	17.07%	15.53%	31.07%	20.17%		100.00%
				Combined: 51.24%		0.21%	

In the City, this occupational category includes typists, secretaries, personnel clerks, medical transcriber typists, meter readers, telephone operators, storekeepers, cashiers, dispatchers, billing clerks, medical records clerks, etc. For 2013 the city reported 2,304 employments in this category. The largest classes in this occupational category include Clerk Typist, Senior Clerk Typist, Secretary I, and Clerk.



Compared to 2010 Census data, Blacks, Asian/Filipinos, Hispanic females and American Indian Males are above parity compared to the labor market availability rates. Whites are utilized at below parity compared to the labor market availability rates. Cumulatively, by gender, Females are above parity and Males are below parity compared to labor market availability.

II.9 OCCUPATIONAL CATEGORY: SKILLED CRAFT WORKERS

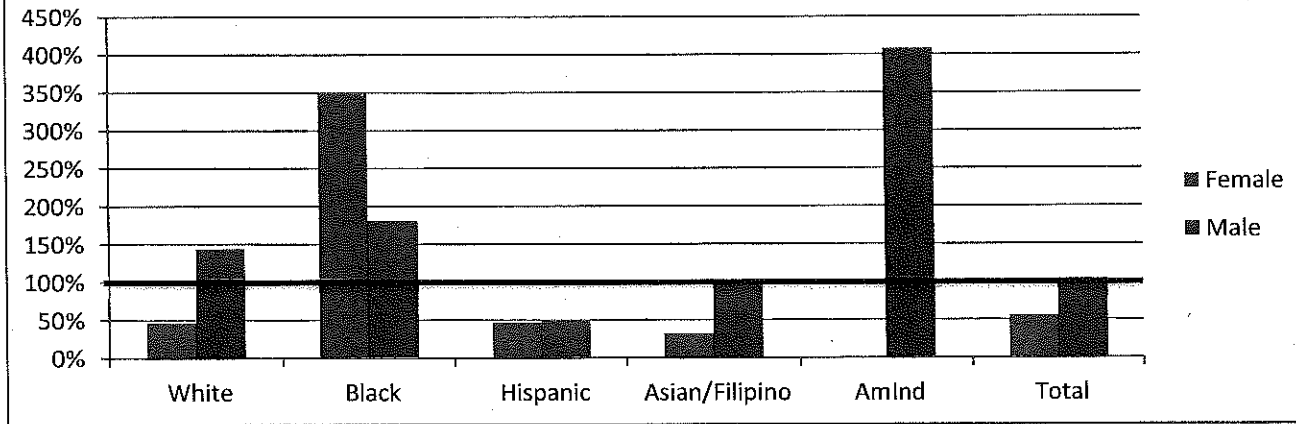
The EEOC describes Skilled Craft Workers as occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. The 2010 Census reported the availability of skilled craft workers as follows:

	White	Black	Hispanic	Asian/ Filipino	AmInd	Two or More Races	Other Race	Total
Female	2.33%	0.36%	1.16%	2.87%	0.00%	0.09%	0.02%	6.83%
Male	36.44%	4.05%	29.15%	20.27%	0.25%	0.96%	0.75%	91.87%
Total	38.77%	4.41%	30.31%	23.14%	0.25%	1.05%	0.77%	98.70%

	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	14	16	7	10	2		49
				Combined: 12			
				0.77%	0.15%		
	1.08%	1.24%	0.54%	Combined: 0.92%		0.00%	3.80%
Male	682	95	185	165	102	13	1242
				Combined: 267			
				12.78%	7.90%		
	52.83%	7.36%	14.33%	Combined: 20.68%		1.01%	96.2%
Total	696	111	192	175	104	13	1291
				Combined: 279			
				13.56%	8.06%		
	53.91%	8.60%	14.87%	Combined: 21.62%		1.01%	100.00%

The City reported 1,291 employments in this category which includes mechanics and repairers, electricians, heavy equipment operators, stationary engineers, carpenters, water and sewage treatment plant operators.

Utilization: Skilled Crafts (07)



Compared to 2010 Census data, White males, Blacks, Asian/Filipino males and American Indian males are above parity compared to the labor market availability rates. Skilled Craft Workers are viewed as traditionally male dominated jobs. In the City, females hold 3.80% of jobs in this category, as compared to 6.83% in the available labor market. Looking at females, Black females are the only group represented at above parity in this category. By race/ethnicity, Hispanics are also below parity in this category.

City jobs in the Skilled Craft Workers category typically require completion of an apprenticeship program plus journey-level work experience. Although many labor unions that run apprenticeship programs are open to minority and women members, their memberships are still underrepresented in these groups. In trades where the City jointly sponsors apprenticeship programs, females and minorities are utilized at higher percentages than in trades without City-run apprenticeship programs.

The successful utilization of Black females in this occupational category is attributed largely to the City's apprenticeship program for Stationary Engineer, Sewage Plant. The program was initially created to provide training and employment opportunities to residents in the City's southeast neighborhood. Today, Black males and females comprise 4.17% of employments in the journey level 7372 Stationary Engineer, Sewage Plant, job class. At the 7375 apprentice level 21.43% of the 14 apprentices are female.

Overall the percentage of females in the Skilled Craft Workers occupational category has declined since 2008. This decline may be attributed to fewer apprenticeship programs leading to employment in this category within the City.

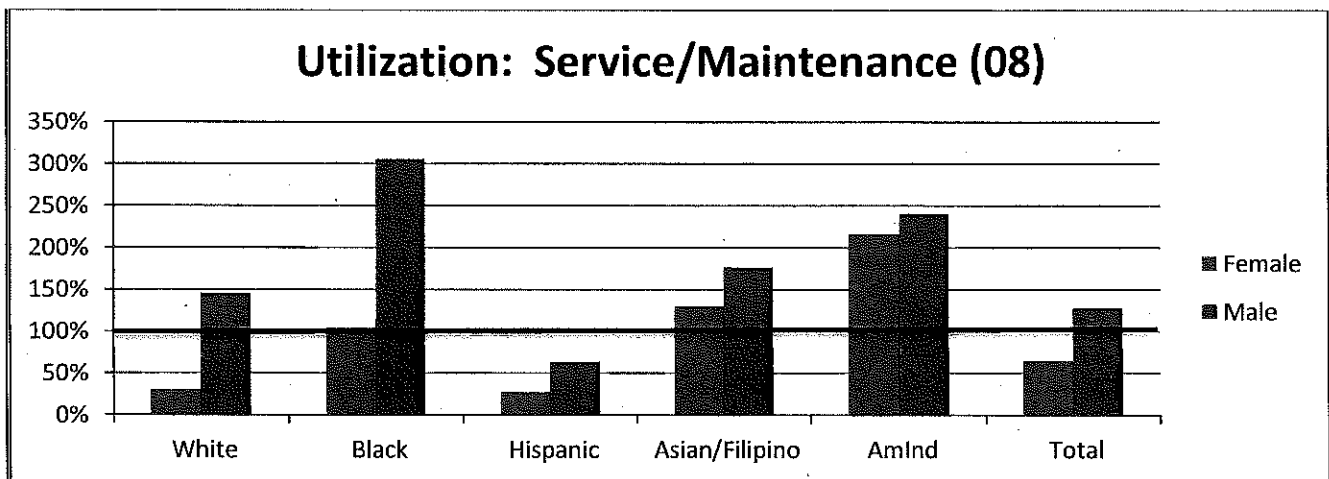
II.10 OCCUPATIONAL CATEGORY: SERVICE MAINTENANCE WORKERS

The EEOC describes Service Maintenance Workers as occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. The Census reports labor market availability as follows:

EEO Tabulation 2006-2010: Service/Maintenance (08)								
	White	Black	Hispanic	Asian/ Filipino	AmInd	Two or More Races	Other Race	Total
Female	12.00%	2.89%	13.57%	13.20%	0.10%	0.52%	0.41%	42.69%
Male	14.79%	3.64%	22.36%	13.90%	0.18%	0.63%	0.51%	56.01%
Total	26.79%	6.53%	35.93%	27.10%	0.28%	1.15%	0.92%	98.70%

8/16/2013 Composition: Service/Maintenance (EEO-4 Job Code 08)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	87	75	90	339	62	5	658
				Combined: 401			
				14.31%	2.62%		
	3.67%	3.17%	3.80%	Combined: 16.93%		0.21%	27.78%
Male	512	269	336	398	186	10	1711
				Combined: 584			
				16.80%	7.85%		
	21.61%	11.36%	14.18%	Combined: 24.65%		0.42%	72.22%
Total	599	344	426	723	242	15	2369
				Combined: 965			
				31.11%	10.47%		
	25.28%	14.52%	17.98%	Combined: 41.58%		0.63%	100.00%

City jobs in this category include: laundry operatives, truck drivers, custodial employees, gardeners, construction laborers, porters, asphalt workers, camp assistants, watershed keepers, etc. The City employs 2,369 persons in this category.



Compared to 2010 Census data, White males, Blacks, Asian/Filipinos and American Indians are represented at above parity compared to the available labor market rates. White females and Hispanics are utilized at below parity in this category. Cumulatively, by gender, females are below parity in this category.

PART III: WORKFORCE BY SELECTED JOB CLASSES

The job classes selected for review in this report were based on a number of factors, including: large numbers of employees in the job class, applicants enter City employment in these job classes, selection provides sampling of various occupational categories, and job classes are readily matched to similar census data.

III.1 REGISTERED NURSES

EEOC Occupational Category: Professionals
 City Job Class(s): 2320 Registered Nurse
 2010 Census Code: 3255 (SOC 29-1141) Registered Nurses

2010 Labor Market Availability								
	White	Black	Hispanic	Asian/PI	AmInd	Two or More Races	Other Race	Total
Female	42.70%	4.16%	6.44%	28.50%	0.06%	1.76%	1.08%	84.70%
Male	6.39%	0.79%	0.59%	5.89%	0.02%	0.14%	0.18%	14.00%
Total	49.09%	4.95%	7.03%	34.39%	0.08%	1.90%	1.26%	98.70%

Composition: Registered Nurses (2320)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	315	46	85	138	347	1	932
	27.04%	3.95%	7.30%	11.85%	29.79%	0.09%	80.00%
Male	89	12	21	20	90	1	233
	7.64%	1.03%	1.80%	1.72%	7.73%	0.09%	20.00%
Total	404	58	106	158	437	2	1165
	34.68%	4.98%	9.10%	13.56%	37.51%	0.17%	100.00%

III.2 ENGINEERS

Occupational Category: Professionals
 City Job Class(s): 5207 Associate Engineer, 5241 Engineer
 2010 Census Code: 1360 (SOC 17-2051) Civil Engineers

2010 Labor Market Availability								
	White	Black	Hispanic	Asian/PI	AmInd	Two or More Races	Other Race	Total
Female	9.94%	0.24%	2.52%	3.45%	0.00%	0.77%	0.10%	17.01%
Male	40.50%	4.12%	5.30%	29.71%	0.05%	1.31%	0.70%	81.69%
Total	50.44%	4.36%	7.82%	33.15%	0.05%	2.08%	0.80%	98.70%

Composition: Engineers (5207)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	8		4	39	5		55
	3.32%	0.00%	1.66%	15.77%	2.07%	0.00%	22.82%
Male	58	2	6	103	16	1	186
	24.07%	0.83%	2.49%	42.74%	6.64%	0.41%	77.18%
Total	67	2	10	141	21	1	243
	27.39%	0.83%	4.15%	58.51%	8.71%	0.41%	100.00%

III.3 ATTORNEYS

Occupational Category: Professionals
 City Job Class(es): 8177 Attorney
 2010 Census Code: 2100 (SOC 23-10XX) Lawyers

2010 Labor Market Availability								
	White	Black	Hispanic	Asian/PI	AmInd	Two or More Races	Other Race	Total
Female	27.01%	1.49%	2.58%	5.99%	0.26%	0.89%	0.46%	38.68%
Male	48.10%	1.73%	3.51%	5.28%	0.04%	0.87%	0.49%	60.02%
Total	75.11%	3.22%	6.09%	11.27%	0.30%	1.76%	0.95%	98.70%

Composition: Attorneys (8177)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Grand Total
Female	121	19	18	31	3	1	193
	35.17%	5.52%	5.23%	9.01%	0.87%	0.29%	56.10%
Male	107	12	12	19		1	151
	31.10%	3.49%	3.49%	5.52%	0.00%	0.29%	43.90%
Total	228	31	30	50	3	2	344
	66.28%	9.01%	8.72%	14.53%	0.87%	0.58%	100.00%

III.4 ELIGIBILITY WORKERS

Occupational Category: Technicians
 City Job Class(es): 2903 Eligibility Worker, 2905 Senior Eligibility Worker
 2010 Census Code: 5250 (SOC 43-4061) Eligibility Interviewers, Government Programs

2010 Labor Market Availability								
	White	Black	Hispanic	Asian/PI	AmInd	Two or More Races	Other Race	Total
Female	14.21%	14.45%	16.72%	37.26%	0.12%	1.62%	0.25%	84.63%
Male	5.74%	0.50%	2.79%	5.04%	0.00%	0.00%	0.00%	14.07%
Total	19.95%	14.95%	19.51%	42.30%	0.12%	1.62%	0.25%	98.70%

Composition: Eligibility Workers (2903, 2905)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	39	64	94	148	64	0	409
	7.18%	11.79%	17.31%	27.26%	11.79%	0.00%	75.32%
Male	14	10	29	58	23	0	134
	2.58%	1.84%	5.34%	10.68%	4.24%	0.00%	24.68%
Total	53	74	123	206	87	0	543
	9.76%	13.63%	22.65%	37.94%	16.02%	0.00%	100.00%

III.5 LICENSED VOCATIONAL NURSES

Occupational Category: Technicians
City Job Class(es): 2312 Licensed Vocational Nurse
2010 Census Code: 3500 (SOC 29-2061) Licensed Practical and Vocational Nurses

2010 Labor Market Availability								
	White	Black	Hispanic	Asian/PI	AmInd	Two or More Races	Other Race	Total
Female	18.75%	11.63%	12.15%	36.05%	0.08%	4.10%	3.25%	86.01%
Female	5.70%	2.54%	0.34%	4.02%	0.00%	0.00%	0.09%	12.69%
Total	24.45%	14.17%	12.49%	40.07%	0.08%	4.10%	3.34%	98.70%

Composition: Licensed Vocational Nurses (2312)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	9	20	15	12	67	0	123
	5.81%	12.90%	9.68%	7.74%	43.23%	0.00%	79.35%
Male	6	1	6	2	17	0	32
	3.87%	0.65%	3.87%	1.29%	10.97%	0.00%	20.65%
Total	15	21	21	14	84	0	155
	9.68%	13.55%	13.55%	9.03%	54.19%	0.00%	100.00%

III.6 POLICE OFFICERS

Occupational Category: Protective Service Workers
 City Job Class(es): Q2 Police Officer, Q3 Police Officer 2, Q4 Police Officer 3
 2010 Census Code: 3850 (SOC 33-3050) Police Officers

2010 Labor Market Availability								
	White	Black	Hispanic	Asian/PI	AmInd	Two or More Races	Other Race	Total
Female	9.58%	2.61%	2.47%	0.82%	0.03%	1.31%	0.00%	16.83%
Male	40.62%	5.69%	12.09%	21.28%	0.12%	1.36%	0.71%	81.87%
Total	50.20%	8.30%	14.56%	22.10%	0.15%	2.67%	0.71%	98.70%

Composition: Police Officers (Q2, Q3, Q4)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	112	22	42	28	11	2	217
	7.17%	1.41%	2.69%	1.79%	0.70%	0.13%	13.90%
Male	646	122	239	231	99	7	1344
	41.38%	7.82%	15.31%	14.80%	6.34%	0.45%	86.10%
Total	758	144	281	259	110	9	1561
	48.56%	9.22%	18.00%	16.59%	7.05%	0.58%	100.00%

III.7 FIREFIGHTERS

Occupational Category: Protective Service Workers
 City Job Class(es): H2 Firefighter, H3 Firefighter/Paramedic
 2010 Census Code: 3740 (SOC 33-2011) Firefighters

2010 Labor Market Availability								
	White	Black	Hispanic	Asian/PI	AmInd	Two or More Races	Other Race	Total
Female	2.52%	2.64%	0.83%	0.48%	0.52%	0.00%	0.00%	6.99%
Male	55.61%	4.35%	9.95%	18.51%	0.45%	2.34%	0.50%	91.71%
Total	58.13%	6.99%	10.78%	18.99%	0.97%	2.34%	0.50%	98.70%

Composition: Firefighters (H2, H3)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	80	16	24	22	8	1	151
	7.83%	1.57%	2.35%	2.15%	0.78%	0.10%	14.77%
Male	407	76	137	182	59	10	871
	39.82%	7.44%	13.41%	17.81%	5.77%	0.98%	85.23%
Total	487	92	161	204	67	11	1022
	47.65%	9.00%	15.75%	19.96%	6.56%	1.08%	100.00%

III.8 DEPUTY SHERIFF

Occupational Category: Protective Service Workers
 City Job Class(es): 8304 Deputy Sheriff
 2010 Census Code: 3800 (SOC 33-3010) Bailiffs, Correctional Officers, and Jailers

2010 Labor Market Availability								
	White	Black	Hispanic	Asian/PI	AmInd	Two or More Races	Other Race	Total
Female	11.51%	22.27%	2.77%	5.85%	0.06%	1.47%	0.15%	44.08%
Male	26.19%	12.84%	4.53%	8.44%	0.00%	0.68%	1.94%	54.62%
Total	37.70%	35.11%	7.30%	14.29%	0.06%	2.15%	2.09%	98.70%

Composition: Deputy Sheriff (8304)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	27	37	18	15	2	1	100
	4.26%	5.84%	2.84%	2.37%	0.32%	0.16%	15.77%
Male	148	75	107	108	93	3	534
	23.34%	11.83%	16.88%	17.03%	14.67%	0.47%	84.23%
Total	175	112	125	123	95	4	634
	27.60%	17.67%	19.72%	19.40%	14.98%	0.63%	100.00%

III.9 NURSING ASSISTANTS

Occupational Category: Paraprofessionals
 City Job Class(es): 2302 Nursing Assistant
 2010 Census Code: 3600 (SOC 31-1010) Nursing, Psychiatric and Home Health Aides

2010 Labor Market Availability								
	White	Black	Hispanic	Asian/PI	AmInd	Two or More Races	Other Race	Total
Female	11.84%	15.74%	14.61%	34.22%	0.32%	0.74%	0.74%	78.21%
Male	5.78%	2.47%	2.71%	8.92%	0.00%	0.53%	0.08%	20.49%
Total	17.62%	18.21%	17.32%	43.14%	0.32%	1.27%	0.82%	98.70%

Composition: Nursing Assistants (2302)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	1	15	3	1	78	0	98
	0.90%	13.51%	2.70%	0.90%	70.27%	0.00%	88.29%
Male		3	2	1	7	0	13
	0.00%	2.70%	1.80%	0.90%	6.31%	0.00%	11.71%
Total	1	18	5	2	85	0	111
	0.90%	16.22%	4.50%	1.80%	76.58%	0.00%	100.00%

III.10 CLERK TYPISTS

Occupational Category: Administrative Support Workers
 City Job Class(es): 1402 Junior Clerk, 1404 Clerk, 1424 Clerk Typist,
 1426 Senior Clerk Typist
 2010 Census Code: 5820 (SOC 43-9022) Word Processors and Typists

2010 Labor Market Availability								
	White	Black	Hispanic	Asian/PI	AmInd	Two or More Races	Other Race	Total
Female	28.70%	5.70%	8.81%	36.56%	0.02%	0.95%	1.14%	81.88%
Male	6.31%	0.81%	0.94%	8.62%	0.00%	0.00%	0.14%	16.82%
Total	35.01%	6.51%	9.75%	45.18%	0.02%	0.95%	1.28%	98.70%

Composition: Clerk Typist (1402, 1404, 1424, 1426)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	30	65	67	119	82	0	363
	6.33%	13.71%	14.14%	25.11%	17.30%	0%	76.58%
Male	18	9	13	36	35	0	111
	3.80%	1.90%	2.74%	7.59%	7.38%	0%	23.42%
Total	48	74	80	155	117	0	474
	10.13%	15.61%	16.88%	32.70%	24.68%	0%	100.00%

III.11 STATIONARY ENGINEERS

Occupational Category: Skilled Craft Workers
 City Job Code(s): 7334 Stationary Engineer, 7372 Stationary Engr, Sewage Plant
 2000 Census Code: 8610 (SOC 51-8021) Stationary Engineers and Boiler Operators

2010 Labor Market Availability								
	White	Black	Hispanic	Asian/PI	AmInd	Two or More Races	Other Race	Total
Female	3.73%	0.00%	0.00%	0.07%	0.00%	0.00%	0.00%	3.80%
Male	41.94%	4.17%	13.11%	34.78%	0.00%	0.89%	0.01%	94.95%
Total	45.67%	4.17%	13.11%	34.85%	0.00%	0.89%	0.01%	98.70%

Composition: Stationary Engineers (7334, 7372)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	3	6	1	3	1	0	14
	0.98%	1.97%	0.33%	0.98%	0.33%	0%	4.59%
Male	120	39	40	37	55	0	291
	39.34%	12.79%	13.11%	12.13%	18.03%	0%	95.41%
Total	123	45	41	40	56	0	305
	40.33%	14.75%	13.44%	13.11%	18.36%	0%	100.00%

III.12 CUSTODIANS

Occupational Category: Service and Maintenance Workers
 City Job Class(es): 2708 Custodian
 2010 Census Code: 4220 (SOC 37-201X) Janitors and Building Cleaners

2010 Labor Market Availability								
	White	Black	Hispanic	Asian/PI	AmInd	Two or More Race	Other Race	Total
Female	3.28%	2.03%	15.92%	7.41%	0.19%	0.20%	0.08%	29.11%
Male	12.13%	6.26%	33.32%	17.21%	0.10%	0.25%	0.32%	69.59%
Total	15.41%	8.29%	49.24%	24.62%	0.29%	0.45%	0.40%	98.70%

Composition: Custodians (2708)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	3	22	25	199	17	1	267
	0.48%	3.54%	4.02%	31.99%	2.73%	0.16%	42.93%
Male	15	50	58	173	58	1	355
	2.41%	8.04%	9.32%	27.81%	9.32%	0.16%	57.07%
Total	18	72	83	372	75	2	622
	2.89%	11.58%	13.34%	59.81%	12.06%	0.32%	100.00%

III.13 GENERAL LABORERS

Occupational Category: Service and Maintenance Workers
 City Job Class(es): 7514 General Laborer
 2010 Census Code: 6260 (SOC 47-2061) Construction Laborers

2010 Labor Market Availability								
	White	Black	Hispanic	Asian/PI	AmInd	Two or More Races	Other Race	Total
Female	1.07%	0.04%	0.56%	0.62%	0.01%	0.04%	0.00%	2.34%
Male	21.54%	3.87%	55.12%	13.94%	0.80%	0.70%	0.39%	96.36%
Total	22.61%	3.91%	55.68%	14.56%	0.81%	0.74%	0.39%	98.70%

Composition: General Laborers (7514)							
	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total
Female	3	14	2	5	1	1	26
	1.08%	5.05%	0.72%	1.81%	0.36%	0.36%	9.39%
Male	71	72	62	31	13	2	251
	25.63%	25.99%	22.38%	11.19%	4.69%	0.72%	90.61%
Total	74	86	63	36	14	3	277
	26.71%	31.05%	23.10%	13.00%	5.05%	1.08%	100.00%

PART IV: WORKFORCE BY DEPARTMENT

10/31/11 Workforce Composition by Department, Race/Ethnicity and Gender

	White	Black	Hispanic	Asian/PI	Filipino	Amlnd	Total	Female	Male
AAM	22	12	8	5	7	0	54	12	42
Asian Art Museum	40.74%	22.22%	14.81%	9.26%	12.96%	0.00%	100.00%	22.22%	77.78%
ADM	210	85	104	189	59	5	653	267	368
Administrative Services	32.16%	13.02%	15.93%	28.94%	9.04%	0.77%	100.00%	40.89%	59.11%
ADP	36	41	31	20	7	0	135	85	50
Adult Probation	26.67%	30.37%	22.96%	14.81%	5.19%	0.00%	100.00%	62.96%	37.04%
AIR	405	104	191	532	211	8	1451	509	942
Airport Commission	27.91%	7.17%	13.16%	36.66%	14.54%	0.55%	100.00%	35.08%	64.92%
ART	20	5	0	7	1	0	37	30	7
Art Commission	54.05%	13.51%	0.00%	18.92%	2.70%	0.00%	100.00%	81.08%	18.92%
ASR	26	12	14	59	27	0	138	81	57
Assessor	18.84%	8.70%	10.14%	42.75%	19.57%	0.00%	100.00%	58.70%	41.30%
BOS	25	3	8	19	8	2	65	41	24
Board Of Supervisors	38.46%	4.62%	12.31%	29.23%	12.31%	3.08%	100.00%	63.08%	36.92%
CAT	185	25	29	44	10	1	294	184	110
City Attorney	63.93%	8.50%	9.86%	14.97%	3.40%	0.34%	100.00%	62.59%	37.41%
CFC	5	2	1	5	1	0	14	10	4
Children & Families Commission	35.71%	14.29%	7.14%	35.71%	7.14%	0.00%	100.00%	71.43%	28.57%
CHF	10	7	4	9	1	1	32	19	13
Children Youth & Families	31.25%	21.88%	12.50%	28.13%	3.13%	3.13%	100.00%	59.38%	40.63%
CON	65	15	17	76	21	1	195	120	75
Controller	33.33%	7.69%	8.72%	38.97%	10.77%	0.51%	100.00%	61.54%	38.46%
CPC	87	11	14	38	13	1	164	92	72
City Planning	53.05%	6.71%	8.54%	23.17%	7.93%	0.61%	100.00%	56.10%	43.90%
CSC	1	0	3	2	0	0	6	6	
Civil Service Commission	16.67%	0.00%	50.00%	33.33%	0.00%	0.00%	100.00%	100.00%	0.00%

	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total	Female	Male
CSS	17	24	23	14	12	0	90	66	24
Child Support Services	18.89%	26.67%	25.56%	15.56%	13.33%	0.00%	100.00%	73.33%	26.67%
CWP	188	89	74	88	32	3	474	96	378
Clean Water	39.66%	18.78%	15.61%	18.57%	6.75%	0.63%	100.00%	20.25%	79.75%
DAT	110	36	40	46	15	0	247	144	103
District Attorney	44.53%	14.57%	16.19%	18.62%	6.07%	0.00%	100.00%	58.30%	41.70%
DBI	87	18	20	86	33	1	245	89	156
Building Inspection	35.51%	7.35%	8.16%	35.10%	13.47%	0.43%	100.00%	36.33%	63.67%
DPH	1434	682	850	1381	1423	17	5787	4041	1746
Public Health	24.78%	11.79%	14.69%	23.86%	24.59%	0.29%	100.00%	69.83%	30.17%
DPW	281	151	157	287	78	11	965	236	729
Department of Public Works	29.12%	15.65%	16.27%	29.74%	8.08%	1.14%	100.00%	24.46%	75.54%
DSS	411	415	384	575	267	7	2059	1374	682
Human Services	19.96%	20.16%	18.65%	27.93%	12.97%	0.34%	100.00%	66.73%	33.12%
ECD	107	46	27	43	26	2	251	173	78
Emergency Communications Dept	42.63%	18.33%	10.76%	17.13%	10.36%	0.80%	100.00%	68.92%	31.08%
ECN	30	18	17	16	5	0	86	49	36
Economic, Workforce Development, Public Finance, Business Affairs	34.88%	20.93%	19.77%	18.60%	5.81%	0.00%	100.00%	56.98%	41.86%
ENV	56	12	12	21	2	1	106	63	43
Environment	52.83%	11.32%	11.32%	19.81%	1.89%	0.94%	100.00%	59.43%	40.57%
ETH	5	3	2	6	1	0	17	10	7
Ethics Commission	29.41%	17.65%	11.76%	35.29%	5.88%	0.00%	100.00%	68.82%	41.18%
FAM	23	31	8	14	14	1	91	32	59
Fine Arts Museum	25.27%	34.07%	8.79%	15.38%	15.38%	1.10%	100.00%	35.16%	64.84%
FIR	698	146	223	285	85	13	1450	254	1196
Fire Department	48.14%	10.07%	15.38%	19.66%	5.86%	0.90%	100.00%	17.52%	82.48%
HHP	220	4	26	24	13	0	287	48	239
Hetch Hetchy	76.66%	1.39%	9.06%	8.36%	4.53%	0.00%	100.00%	16.73%	83.28%
HRC	4	2	2	2	0	0	10	9	1
Human Rights Commission	40.00%	20.00%	20.00%	20.00%	0.00%	0.00%	100.00%	90.00%	10.00%

	White	Black	Hispanic	Asian/PI	Filipino	AmInd	Total	Female	Male
HRD	50	16	16	38	28	0	148	97	51
Human Resources	33.78%	10.81%	10.81%	25.68%	18.92%	0.00%	100.00%	65.54%	34.46%
HSS	13	6	3	10	7	0	39	30	9
Health Service System	33.33%	15.38%	7.69%	25.64%	17.95%	0.00%	100.00%	76.92%	23.08%
JUV	50	86	36	34	8	0	214	82	132
Juvenile Probation	23.36%	40.19%	16.82%	15.89%	3.74%	0.00%	100.00%	38.32%	61.68%
LIB	258	67	87	274	38	3	728	428	300
Public Library	35.44%	9.20%	11.95%	37.64%	5.22%	0.41%	100.00%	58.79%	41.21%
LLB	2	0	0	0	0	0	2	2	0
Law Library	100.0%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%
MYR	37	8	9	24	9	1	88	58	30
Mayor	42.05%	9.09%	10.23%	27.27%	10.23%	1.14%	100.00%	65.91%	34.09%
PAB	3	0	2	1	0	0	6	3	3
Board of Appeals	50.00%	0.00%	33.33%	16.67%	0.00%	0.00%	100.00%	50.00%	50.00%
PDR	74	21	28	26	4	1	154	93	61
Public Defender	48.05%	13.64%	18.18%	16.88%	2.60%	0.65%	100.00%	60.39%	39.61%
POL	1232	260	403	488	188	12	2583	597	1986
Police	47.60%	10.07%	15.60%	18.89%	7.28%	0.46%	100.00%	23.11%	76.89%
PRT	111	17	20	45	18	3	214	60	154
Port	51.87%	7.94%	9.35%	21.03%	8.41%	1.40%	100.00%	28.04%	71.96%
PUC	211	61	54	231	91	4	652	294	358
Public Utilities Commission	32.36%	9.36%	8.28%	35.43%	13.96%	0.61%	100.00%	45.09%	54.91%
REC	390	93	91	124	44	6	749	224	525
Recreation And Park Commission	52.07%	12.42%	12.15%	16.56%	5.87%	0.80%	100.00%	29.91%	70.09%
REG	14	4	3	11	7	0	39	22	17
Registrar	35.90%	10.26%	7.69%	28.21%	17.95%	0.00%	100.00%	56.41%	43.59%
RET	26	10	9	38	10	0	93	52	41
Retirement Services	27.96%	10.75%	9.68%	40.86%	10.75%	0.00%	100.00%	55.91%	44.09%
RNT	14	2	3	8	0	0	27	18	9
Rent Arbitration Board	51.85%	7.41%	11.11%	29.63%	0.00%	0.00%	100.00%	66.67%	33.33%

	White	Black	Hispanic	Asian/PI	Filipino	Amlnd	Total	Female	Male
SCI	4	4	1		3	0	12	1	11
Academy Of Sciences	33.33%	33.33%	8.33%	0.00%	25.00%	0.00%	100.00%	8.33%	91.67%
SHF	291	204	178	196	131	6	1006	223	783
Sheriff	28.93%	20.28%	17.69%	19.48%	13.02%	0.60%	100.00%	22.17%	77.83%
TIS	73	15	21	57	20	3	189	53	136
Department of Technology	38.62%	7.94%	11.11%	30.16%	10.58%	1.59%	100.00%	28.04%	71.96%
TTX	34	17	32	80	27	0	190	110	80
Treasurer/Tax Collector	17.89%	8.95%	16.84%	42.11%	14.21%	0.00%	100.00%	57.89%	42.11%
WAR	24	10	8	9	2	0	53	20	33
War Memorial	45.28%	18.87%	15.09%	16.98%	3.77%	0.00%	100.00%	37.74%	62.26%
WOM	2	1	1	2		0	6	6	0
Department on the Status of Women	33.33%	16.67%	16.67%	33.33%	0.00%	0.00%	100.00%	100.00%	0.00%
WTR	354	61	77	114	36	0	642	140	502
Water Department	55.14%	9.50%	11.99%	17.76%	5.61%	0.00%	100.00%	21.81%	78.19%
Total	8035	2962	3371	5703	3043	114	23237*	10753	12480
Total Percentages	34.58%	12.75%	14.51%	24.54%	13.10%	0.49%	100.00%	46.28%	53.71%

*Totals includes employees who identified as "Unknown" race and gender.

This report shows that the City's workforce composition in most departments is diverse in race/ethnicity and gender. With only a single exception (American Indians/Alaska Natives), every major racial/ethnic group is represented in every department of thirty or more employees. Both males and females were also represented in each of these departments.

Highest Department Percentages by Race/Ethnicity			
White	Hetch Hetchy (76.66%)	City Attorney (62.93%)	Water Department (55.14%)
Black	Juvenile Probation (40.19%)	Fine Arts Museum (34.07%)	Adult Probation (30.37%)
Hispanic	Child Support Services (25.56%)	Adult Probation (22.96%)	Economic, Workforce Development, Etc. (19.77%)
Asian	Assessor (42.75%)	Treasurer/Tax Collector (42.11%)	Retirement Services (40.86%)
Filipino	Public Health (24.59%)	Assessor (19.57%)	Human Resources (18.92%)

Lowest Department Percentages by Race/Ethnicity			
White	Treasurer/Tax (17.89%)	Assessor (18.84%)	Child Support Services (18.89%)
Black	Hetch Hetchy (1.39%)	Board of Supervisors (4.62%)	City Planning (6.71%)
Hispanic	Building Inspection (8.16%)	Public Utilities Commission (8.28%)	City Planning (8.54%)
Asian	Hetch Hetchy (8.36%)	Asian Art Museum (9.26%)	Adult Probation (14.81%)
Filipino	Environment (1.89%)	Public Defender (2.60%)	City Attorney (3.40%)

Highest Department Percentages by Gender			
Female	Child Support Services (73.33%)	Public Health (69.83%)	Emergency Communications (68.92%)
Male	Hetch Hetchy (83.28%)	Fire (82.48%)	Clean Water (79.75%)

UTILIZATION SUMMARIES AND INITIATIVES

WORKFORCE COMPARISONS BY YEAR AND OCCUPATIONAL CATEGORIES

- Whites in the City's workforce have **decreased by 4.74%** since 2008; however this group is below parity with the available labor force in all occupational categories except Protective Services (04) and Skilled Crafts (07).
- Blacks in the City's workforce have **decreased by 4.70%** since 2008; however this group is above parity with the available labor force in all occupational categories except Protective Services (04).
- Hispanics in the City's workforce have **increased by 4.39%** since 2008; however this group is below parity with the available labor force in the following occupational categories: Administrative Support (06), Skilled Crafts (07), and Service/Maintenance (08).
- Asians in the City's workforce have **increased by 9.55%** since 2008 and this group is above parity with the available labor force in all occupational categories except Skilled Crafts (07). Filipinos in the City's workforce have **decreased by 4.38%** since 2008. However, this group is included as Asian in U.S. Census data, and consequently their representation is above parity with the available labor force in all occupational categories except Skilled Crafts (07).
- American Indians in the City's workforce have **decreased by 0.2%** since 2008; however this group continues to be above parity in all occupational categories, except Administrative Support (06). Also, their actual numbers in both the available work force and City employment are so low as to make percentage comparisons of no practical significance.

INITIATIVES AND REFORMS

- The data demonstrate that the City has not created barriers to employment opportunity based on race, gender or other protected categories.
- Blacks and Hispanics are below parity in Protective Services occupations, such as Police Officer, Firefighter and Deputy Sheriff. Entry level applicants in these classifications must have completed high school and some college. To increase diversity, the City has

implemented a continuous testing process for the Q2 Police Officer class. The pilot testing program will make testing more convenient for applicants by offering a year-round open application period. This will in turn increase the pool of qualified applicants, which has been shown to increase diversity. The Human Resources Department is also preparing to implement continuous testing for H2 Firefighter.

- During the summer of 2013, the Department of Human Resources launched a clerical testing program providing opportunities for individuals with no work experience to qualify for the 1402 Junior Clerk and 1404 Clerk examinations. Individuals who passed a basic reading and math test were given a certificate that substituted for the work experience requirement for these classes. This program is expected to increase diversity, and may also benefit persons hired for temporary work through the JobsNow and CalWorks programs.
- Many changes have been made to simplify the City's selection processes and to make City employment competitive, including: reduction in the number of job classifications, position-based testing, on-line applications, and continuous testing in several classifications.
- The Department of Human Resources will continue to work with the Mayor, the Civil Service Commission and employee organizations to identify additional civil service reform measures that will improve the City's hiring processes and attract all race and gender groups to City employment.

RECOMMENDATION: Accept report.

Notes:

- The 2006-2010 ACS Census data estimates in the Special EEO Tabulation were collected from sample groups of the population and may differ from actual values.
- The data in the Special EEO Tabulation in some cases did not add up to total 100% due to rounding.
- Data on Filipinos in the labor force were included as part of data for the Asian group.
- See Census website (www.census.gov) for discussions on rounding, estimates, samples, margins of error.
- In this report, labor market availability data totals 98.70% instead of 100%.
- For some tables, utilization rates for the American Indian/Alaskan Native group were not displayed because Census data for the group are less reliable due to the small numbers and rounding.
- Utilization rates for multi-racial groups and “other” race were not included because the City does not currently collect such data on its employees.

Due to these variables and limitations in completeness of Census data, this report generally considers that a group is substantially similar to labor market availability when the utilization rate is 90% or above, and below parity when the rate is below 90%.

APPENDICES

A: Labor Market Availability, 11 California Counties, By 2013 City Employee Residency Proportion 2010 U.S. Census

B. City & County of San Francisco Workforce Composition Percentages by Race/Ethnicity and Gender, 1972 – 2013

APENDIX A: Labor Market Availability, 11 California Counties by 2013 City Employee Residency Percentages, 2010 U.S. Census

County	White	Black	Hispanic	Asian/PI	AmInd	Two or More Races	Other Race	Total
San Francisco (40.28%)								
Female	8.50%	0.89%	2.42%	6.16%	0.04%	0.36%	0.16%	18.53%
Male	10.71%	0.97%	3.43%	6.12%	0.04%	0.24%	0.20%	21.75%
Total	19.21%	1.85%	5.80%	12.32%	0.08%	0.68%	0.36%	40.28%
San Mateo (22.77%)								
Female	4.49%	0.27%	2.39%	3.17%	0.02%	0.14%	0.11%	10.57%
Male	5.46%	0.30%	3.07%	3.10%	0.02%	0.16%	0.11%	12.20%
Total	9.95%	0.57%	5.44%	6.24%	0.05%	0.30%	0.20%	22.77%
Alameda (12.44%)								
Female	2.24%	0.77%	1.07%	1.58%	0.01%	0.11%	0.07%	5.86%
Male	2.54%	0.66%	1.48%	1.70%	0.01%	0.11%	0.07%	6.58%
Total	4.76%	1.43%	2.55%	3.28%	0.04%	0.20%	0.15%	12.44%
Contra Costa (11.62%)								
Female	2.79%	0.52%	1.09%	0.87%	0.02%	0.10%	0.07%	5.47%
Male	3.16%	0.45%	1.46%	0.90%	0.01%	0.08%	0.06%	6.15%
Total	5.95%	0.99%	2.56%	1.78%	0.03%	0.19%	0.13%	11.62%
Solano (3.77%)								
Female	0.81%	0.26%	0.35%	0.33%	0.01%	0.04%	0.03%	1.82%
Male	0.87%	0.23%	0.47%	0.30%	0.01%	0.05%	0.03%	1.95%
Total	1.68%	0.49%	0.81%	0.62%	0.02%	0.09%	0.06%	3.77%
Marin (2.77%)								
Female	1.01%	0.02%	0.16%	0.08%	0.00%	0.01%	0.01%	1.32%
Male	1.09%	0.03%	0.24%	0.07%	0.00%	0.01%	0.01%	1.45%
Total	2.10%	0.06%	0.40%	0.16%	0.00%	0.02%	0.02%	2.77%
Sonoma (1.88%)								
Female	0.64%	0.01%	0.17%	0.04%	0.01%	0.01%	0.01%	0.88%
Male	0.67%	0.02%	0.25%	0.04%	0.01%	0.01%	0.00%	1.00%
Total	1.31%	0.03%	0.41%	0.08%	0.02%	0.02%	0.01%	1.88%
Santa Clara (1.29%)								
Female	0.22%	0.02%	0.13%	0.18%	0.00%	0.01%	0.01%	0.57%
Male	0.28%	0.02%	0.19%	0.22%	0.00%	0.01%	0.01%	0.72%
Total	0.50%	0.03%	0.32%	0.41%	0.00%	0.02%	0.01%	1.29%
San Joaquin (0.66%)								
Female	0.13%	0.02%	0.10%	0.04%	0.00%	0.01%	0.00%	0.30%
Male	0.14%	0.02%	0.14%	0.05%	0.00%	0.01%	0.00%	0.36%
Total	0.27%	0.04%	0.23%	0.09%	0.00%	0.01%	0.01%	0.66%

Stanislaus (0.64%)								
Female	0.15%	0.01%	0.10%	0.02%	0.00%	0.00%	0.00%	0.29%
Male	0.18%	0.01%	0.15%	0.02%	0.00%	0.00%	0.00%	0.35%
Total	0.33%	0.02%	0.24%	0.03%	0.00%	0.01%	0.00%	0.64%
Sacramento (0.58%)								
Female	0.15%	0.03%	0.04%	0.04%	0.00%	0.01%	0.00%	0.28%
Male	0.16%	0.02%	0.06%	0.04%	0.00%	0.01%	0.00%	0.30%
Total	0.31%	0.05%	0.11%	0.09%	0.00%	0.01%	0.01%	0.58%
11 Counties (98.70%)								
Female	12.00%	2.89%	13.57%	13.20%	0.10%	0.52%	0.41%	42.69%
Male	14.79%	3.64%	22.36%	13.90%	0.18%	0.63%	0.51%	56.01%
Total	26.79%	6.53%	35.93%	27.10%	0.28%	1.15%	0.92%	98.70%

Appendix B: City & County of San Francisco Workforce Composition Percentages by Race/Ethnicity and Gender, 1972 – 2013

	WHITE		BLACK		HISPANIC		ASIAN		FILIPINO		AI/AN		TOTAL		TOTAL
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
1972 ⁴	49.9	16.4	14.6	7.4	2.9	1.4	3.3	1.9	1.3	1.0	0.1	0.0	71.9	28.1	21071
1976 ⁵	38.7	18.1	13.7	9.7	3.1	2.3	4.4	3.5	2.2	2.8	0.2	0.1	63.0	37.0	24191
1980	36.6	15.9	14.7	8.7	4.3	2.4	6.0	4.4	3.2	3.5	0.2	0.1	65.0	35.0	25398
1985	32.6	14.6	13.1	8.6	5.9	3.6	7.1	5.3	4.2	4.7	0.3	0.1	63.1	36.9	27821
1990	27.5	14.8	10.9	8.8	6.1	4.5	8.6	7.0	5.0	6.5	0.3	0.1	58.4	41.6	30423
1995	24.9	14.9	9.9	8.8	6.7	5.0	9.4	7.8	5.2	7.1	0.3	0.1	56.4	43.6	32050
2000	24.4	12.7	9.4	8.2	7.5	5.1	11.0	8.0	6.0	7.3	0.2	0.2	58.5	41.5	29308
2005	22.4	12.2	8.7	7.8	7.9	5.3	12.2	9.4	6.2	7.4	0.3	0.1	57.7	42.3	29079
2006 ⁶	22.1	11.5	8.6	8.5	8.2	5.4	12.3	9.4	6.4	7.1	0.3	0.2	57.9	42.1	27622
2008 ⁷	23.0	13.3	6.1	7.0	7.7	6.2	11.1	11.3	5.9	7.8	0.3	0.2	54.1	45.9	24092
2013	21.7	12.9	6.0	6.8	7.9	6.6	11.9	12.7	7.1	6.0	0.3	0.2	53.7	46.3	23237

⁴ Report prepared by Human Rights Commission; also 0.3% identified as Other Non-White

⁵ Also 1.3% identified as Other Non-White

⁶ Excludes School District, College District, Courts, and As-Needed Employments

⁷ Excludes Municipal Transportation Agency, School District, College District, Courts, and As-Needed Employments