



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

A G E N D A

Regular Meeting
of
March 17, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. RATIFICATION AGENDA
6. CONSENT AGENDA
7. REGULAR AGENDA

3:00 p.m.

8. EMPLOYEE SEPARATIONS AGENDA
9. HUMAN RESOURCES DIRECTOR'S REPORT
10. REQUESTS TO SPEAK
11. ADJOURNMENT

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. 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 all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be 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 margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

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. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in 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 proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent 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.

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. No other persons shall be permitted to speak.

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.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



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 accessibility hotline at (415) 554-8925 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 one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, telephone (415) 554-4851.

**City and County of San Francisco
Civil Service Commission**

Agenda for Regular Meeting

March 17, 1997

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

(3A) Special Meeting of March 3, 1997

Recommendation: Approve.

(3B) Regular Meeting of March 3, 1997

Recommendation: Approve.

(4) ANNOUNCEMENTS

(4A) Announcement of changes to agenda

(4B) Other announcements

(5) RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

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.

**(5A) Review of request for approval of proposed personal services contract.
(File No. 0386-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4040-96/97	Public Utilities Commission (Water)	\$150,000	Provide professional planning services to the San Francisco Public Utilities Commission, under management by the Mayor's Office of Emergency Services.	Regular	06/30/97

- August 5, 1996: Contract 4040-96/97 postponed to the meeting of August 19, 1996 at the request of the Public Utilities Commission.
- August 19, 1996: Off calendar at the request of the Public Utilities Commission.
- Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

**(5B) Review of requests for approval of proposed personal services contracts.
(File No. 0054-97-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2105-96/97	Public Health	\$27,000,000	Provide acute, crisis, transitional, supplemental, or semi-supervisory residential or therapeutic hospital services in a structured program available day and night, seven days a week to individuals with mental behavioral/emotional disorders.	Continuing	06/30/01
2106-96/97	Public Health	\$436,560	Provide HIV counseling, testing, risk reduction and partner notification services to populations at risk for HIV Infection.	Continuing	06/30/01
2107-96/97	Public Health	\$1,122,864	Provide HIV prevention program services to behavioral risk populations.	Continuing	06/30/01
2108-96/97	Public Health	\$32,000,000	Provide or coordinate the delivery of one or more of the following services: case management, day treatment, medical support, outpatient, rehabilitative, screening, and testing services to individuals suffering from mental illness.	Continuing	06/30/01
2109-96/97	Public Health	\$5,000,000	Promote and provide community based mental health client services to meet the educational, rehabilitation, vacation, legal, and advocacy needs of individuals suffering from mental illness.	Continuing	06/30/01

File No. 0054-97-8 (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2110-96/97	Public Health	\$4,000,000	Will serve as the primary care provider to review the requests of clients with mental illness for medical care and refer the patient to specialists when determined necessary.	Continuing	06/30/01
2111-96/97	Rent Arbitration Board	\$90,000	Will be creating Web access for Database, developing management reports and calculation programs.	Continuing	10/31/98
4136-96/97	Airports Commission	\$5,000,000	Provide construction management services; will manage the Security/System and Communication Facility renovation/expansion.	Regular	12/31/99
4137-96/97	Public Utilities Commission	\$550,000	Will support the Water Supply and Treatment Division staff in development and implementation of the Policies and Procedures Training Program.	Regular	03/01/99
070C-94/95	Public Health	Increase Amount \$5,589,080 New Amount \$11,953,481	Will maintain a pilot program to decentralize the AIDS Drug Program (ADP) by subcontracting with neighborhood pharmacies and drug wholesalers to provide ADP approved drug to persons with AIDS in San Francisco.	Continuing	06/30/01

- Recommendation:
- (1) Postpone PSC Contracts 2105-96/97, 2108-96/97, 2109-96/97, and 2110-96/97 to the meeting of April 7, 1997 at the request of the Department of Public Health;
 - (2) Adopt Human Resources Director's report on the remaining contracts. Notify the offices of the Controller and the Purchaser.

(6) CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission 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 Consent Agenda and considered as a separate item.

(6A) Appeals of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination in the departmental selection of certified eligibles for Class 1210 Benefits Analyst, Department of Human Resources - Health Service System. (File No. 0285-96-4)

July 15, 1996: Postponed to the meeting of August 19, 1996 at the request of the appellants.

August 19, 1996: Postpone to the meeting of November 4, 1996 at the request of the appellants' representative.

November 4, 1996: Postpone to the meeting of November 18, 1996 at the request of the appellants' representative.

November 18, 1996: Postpone to the meeting of January 6, 1997 at the request of the Human Resources Director.

January 6, 1997: Postpone to the meeting of February 3, 1997 at the request of the Human Resources Director.

February 3, 1997: Postpone to the meeting of March 17, 1997 at the request of the Human Resources Director.

Recommendation: Postpone to the meeting of April 7, 1997 at the request of the appellants' representative.

(6B) Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (File No. 0055-97-1)

Recommendation: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104.

(6C) Appeal of background rejection for Airport Communications Dispatcher (Class 9902) by Martina Scharf Perez. (File No. 0435-96-4)

March 3, 1997: Postpone to the meeting of March 17, 1997 at the request of the Executive Officer in order to determine the timeliness of Ms. Perez's appeal.

Recommendation: Off calendar. Ms. Perez's appeal was untimely.

(6D) Appeal of background rejection for Airport Communications Dispatcher (Class 9902) by Yvette Jordan-Batiste. (File No. 0429-96-4)

March 3, 1997: Postpone to the meeting of March 17, 1997 at the request of Ms. Jordan-Batiste.

Recommendation: Off calendar. Ms. Jordan-Batiste's appeal was not properly calendared.

(6E) Appeal of background rejection for Airport Communications Dispatcher (Class 9902) by Leanne Chapman. (File No. 0483-96-4)

March 3, 1997: Postpone to the meeting of March 17, 1997 at the request of Ms. Chapman's attorney.

Recommendation: Off calendar. Ms. Chapman's appeal was not properly calendared.

(6F) Exemption from civil service of the uniformed rank of Emergency Medical Services Chief (Class H-53), San Francisco Fire Department, in accordance with San Francisco Administrative Code Section 2A.90. (File No. 0056-97-1)

Recommendation: Adopt the Human Resources Director's report; forward to the Board of Supervisors for approval.

(6G) Proposed Charter amendment relating to the promotion of probation officers from Class 8440 Probation Officer to Class 8442 Senior Probation Officer (Skeletal; Supervisor Leland Yee). (File No. 0057-97-1)

Recommendation: Notify the Board of Supervisors that the Civil Service Commission strongly opposes this proposed Charter amendment.

(7) REGULAR AGENDA

- (7A) Appeal of layoff out of seniority order from Nursing Supervisor (Class 2324) by Julie Brown-Modenas. (File No. 0395-96-5)**

Recommendation: Deny the appeal of Julie Brown-Modenas. Sustain the Human Resources Director's decision.

- (7B) Appeal of the Human Resources Director's denial of protest of the terms of the Senior Personnel Analyst (Class 1244) examination announcement by Valerie Jeffries. (File No. 0004-97-4)**

Recommendation: Deny the appeal of Valerie Jeffries. Sustain the Human Resources Director's decision.

- (7C) Appeal of the Human Resources Director's action to administratively close the discrimination complaint of Eric Wright. (File No. 0014-97-6)**

Recommendation: Deny the appeal of Eric Wright. Sustain the Human Resources Director's decision.

(8) EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

APPEAL OF PROMOTIVE PROBATIONARY TERMINATION

(For Approval or Disapproval)

- (8A) Appeal of promotive probationary termination of Charles Brewer, Transit Supervisor (Class 9139), Public Transportation Department. (File No. 0537-96-7)**

February 3, 1997: Postpone to the meeting of March 3, 1997 at the request of Mr. Brewer.

March 3, 1997: Postpone to the meeting of March 17, 1997 at the request of Mr. Brewer.

Recommendation of the Public Transportation Department:

Deny appeal. Approve the separation. Reinstate to a position in the class from which promoted (Class 9163 Transit Operator).

TERMINATION OF PROVISIONAL EMPLOYEE
(Future Employability Only)

- (8B) Determination of future employability: termination of provisional appointment of Juan Simmons, Public Service Aide (Class 9916), Department of Public Works. (File No. 0551-96-7)**

March 3, 1997: Postpone to the meeting of March 17, 1997 at the request of Local 790.

Recommendation of the Department of Public Works:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Works.

TERMINATION OF TEMPORARY EMPLOYEE
(Future Employability Only)

- (8C) Determination of future employability: termination of temporary appointment from eligible list of James Chin, Equal Employment Opportunity Programs Specialist (Class 1233), Fire Department. (File No. 0017-97-7)**

Recommendation of the Fire Department:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Fire Department.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8D) Determination of future employability: dismissal from permanent appointment of Ronald Lyons, Plumber (Class 7347), San Francisco Unified School District. (File No. 0023-97-7)**

Recommendation of the San Francisco Unified School District:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the San Francisco Unified School District.

(9) **HUMAN RESOURCES DIRECTOR'S REPORT**

(9A) Progress report on class consolidation project.

(9B) Report of exemptions from civil service under Charter Sections 10.104-16 through 10.104-18.

(10) **REQUESTS TO SPEAK**

(11) **ADJOURNMENT**