



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

ELIZABETH SALVESON
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

JACQUELINE P. MINOR
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

AGENDA Regular Meeting March 2, 2020

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

CLOSED SESSION AGENDA

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/civilservice/. 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/CivilService, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

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

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

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

F. Policy and Procedure on Hearing Items Out of Order

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

G. Procedure for Commission Hearings

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

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

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

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

Each presentation shall conform to the following:

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

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

H. Policy on Audio Recording of Commission Meetings

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

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. Public Comment and Due Process

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

K. 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 Victor Young, 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: sotf@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
March 2, 2020
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Elizabeth Salveson
Vice President Kate Favetti
Commissioner Douglas S. Chan
Commissioner F. X. Crowley
Commissioner Jacqueline P. Minor

(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 February 3, 2020

Recommendation: Adopt the minutes.

Special Meeting of February 11, 2020

Recommendation: Adopt the minutes.

(4) **ANNOUNCEMENTS**

Announcement of changes to the agenda.

Other announcements.

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

(6) **EXECUTIVE OFFICER'S REPORT**

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. 0045-20-8) – Action Item**

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|
| 41761-19/20 | City Administrator | \$65,000,000 | The contractor will provide refuse collection services (recyclables, compostables, and trash) for City and County of San Francisco departments. | Regular | 12/30/2027 |
| 45328-19/20 | Controller | \$2,800,000 | The City seeks consultants to develop an approach for assessing required Chart Field, Set ID and Business Units from our status quo approach that includes 9 Business Units and at least 2 Set IDs in the City's Oracle PeopleSoft 9.2 Human Capital Management (HCM) system, 1 Business Unit in the City's Oracle PeopleSoft 9.2 Financials and Supply Chain Management System (FCSM) General Ledger Module and up to 3 Business Units in some of the other 16 FSCM Modules, perform the assessment to determine the changes needed, benefits to workflows and reporting, create, manage and implement a detailed implementation plan to execute all changes in PeopleSoft. | Regular | 3/1/2026 |
| 43972-19/20 | Fire Department | \$5,000,000 | Contractor will provide specialized Employee Assistance Program (EAP) to members of several of the City's First Responder agencies and their dependents. This will be a multi-agency program, and the Fire Department will take the lead on the contract. The two agencies starting the program will be the San Francisco Police Department and the San Francisco Fire Department, with the possibility of the Sheriff, Medical Examiner, and Dispatch (DEM) participating at a later date. The services will include, but not be limited to, specialized outpatient behavioral health services, and critical incidence stress response services. | Regular | 6/30/2023 |
| 45085-19/20 | Public Utilities Commission | \$5,700,000 | The contractor works with ranchers and farmers to use biosolids as a fertilizer. The contractor secures all necessary permitting required for the use of biosolids as a fertilizer. Annual fees for permitting are paid by the contractor. The contractor manages the agronomic application of biosolids so that nitrogen added to a field to meet its nitrogen needs, the contractor moves the application operation to a new field. When moving to a new field, the contractor is responsible for coordinating with the trucking contractor for the transportation of biosolids to the new location. The contractor is responsible for ensuring the all country ordinances are followed during the course of operations at each field. This includes the posting of signs, flagging of buffer areas where biosolids are not to be applied, setting up a mobile weather station, a portable toilet and a washdown station for trucks. The contractor is responsible for the spreading and discing (incorporation) of the biosolids on each field. Coordination with the ranchers, farmers, and county is the responsibility of the contractor. | Regular | 4/14/2025 |
| 4095-12/13 | Department of Emergency Management | Current Approved Amount \$1,638,972 Increase Amount Requested \$0 New Total Amount Requested \$1,638,972 | The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours. | Modification | 6/30/2022 |

Civil Service Commission Meeting Agenda

Regular Meeting of March 2, 2020

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|
| 47199-14/15 | Environment | Current Approved Amount \$5,000,000 Increase Amount Requested \$0 New Total Amount Requested \$5,000,000 | Conduct technical assistance and consulting for City Departments engaged in developing building codes, financing programs, and the design, construction and operation of new buildings, major renovations, tenant improvements and existing buildings where subcontractors for specific areas of expertise are required: research, economic, technical and environmental analyses, energy modeling, green building, LEED (Leadership in Energy and Environmental Design) and GreenPoint Rated consulting, post-occupancy evaluation, policy and program design and implementation support. | Modification | 5/31/2023 |
| 40634-15/16 | Mayor | Current Approved Amount \$1,500,000 Increase Amount Requested \$750,000 New Total Amount Requested \$2,250,000 | The Mayor's Office of Housing and Community Development (MOHCD) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will; provide advisory services to competitive sales, negotiated sales, private placements, and management of housing assets and/or bond types (tax bond, revenue bonds, etc.), provide financial advisory services to structuring the City's affordable housing programs; and provide advisory services for structuring of particularly complex development proposals. | Modification | 11/25/2022 |
| 47850-17/18 | Police | Current Approved Amount \$1,000,000 Increase Amount Requested \$75,000 New Total Amount Requested \$1,075,000 | The contractor will provide on-call phlebotomy service 24 hours a day/7days a week/365 days a year to law enforcement agencies in the City and County of San Francisco. Contractor staff will perform immediate blood draws (within 45 minutes of call) at various locations on suspects Driving Under the Influence (DUI) who refuse to voluntarily submit to a chemical test. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on DUI suspects are different from blood draws for health reasons. Contractor staff will also participate in evidence handling training by the Office of the Chief Medical Examiner and scheduled court testimony by the District Attorney. Scope Change: We are updating scope of work to include phlebotomy service for other criminal investigations. Current scope of work is only for DUI suspects. | Modification | 6/30/2022 |
| 4111-12/13 | Public Utilities Commission | Current Approved Amount \$1,000,000 Increase Amount Requested \$900,000 New Total Amount Requested \$1,900,000 | The Scope of Work consists of four (4) categories of banking and payment services: (1) Enrollment Services to help San Francisco Public Utilities Commission (SFPUC) increase customer enrollment in Electronic Bill Presentment and Payment (EBPP); (2) EBPP Services to help SFPUC increase its customer use of EBPP through a bank or non-bank EBPP service; (3) EBPP Services to help SFPUC increase its customer use of EBPP through its own SFPUC centered/branded EBPP service; and (4) Other options to deliver EBPP such as ATMs, Kiosks, Mobile Device, In person cash, check and/or card payments, and others. | Modification | 8/31/2024 |
| 47498-14/15 | Public Utilities Commission | Current Approved Amount \$3,300,000 Increase Amount Requested \$1,000,000 New Total Amount Requested \$4,300,000 | Project Pull is a summer internship program established to provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields. Students selected from the program demonstrate an ability and interest in professional careers such as architecture, business, engineering and science. Consultant will manage the program and advance funds for all students interns' and team leaders' salaries and program enrichment activities. | Modification | 4/30/2021 |

Civil Service Commission Meeting Agenda

Regular Meeting of March 2, 2020

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|
| 4070-09/10 | Department of Technology | Current Approved Amount \$41,000,000 Increase Amount Requested \$0 New Total Amount Requested \$41,000,000 | As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment. | Modification | 12/31/2022 |
| 4096-05/06 | Public Health | Current Approved Amount \$2,122,500 Increase Amount Requested \$745,000 New Total Amount Requested \$2,867,500 | 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 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 Witness patients because blood remains in continuity within the auto-transfusion circuit. Scope Change: 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. | Modification | 6/30/2028 |
| 42832-14/15 | Public Health | Current Approved Amount \$1,960,000 Increase Amount Requested \$2,240,000 New Total Amount Requested \$4,200,000 | As needed, temporary, supplemental and credential verification registry personnel services for the Medical Staff Services Departments of San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), as well as for Community Behavioral Health Services (CBHS). This service assists current staff to meet unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings. Contractor's staff will also support in-house staff to verify providers' licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on as-needed basis. This will include assistance with credentialing and privileging of Medical Staff (e.g., physicians, dentists, psychologists & podiatrists) and Affiliate Professionals (e.g., nurse practitioners, certified midwives, certified nurse anesthetists, physician assistants), support for Clinical Services related to Bylaws, Rules and Regulations. | Modification | 6/30/2025 |
| 47083-13/14 | Public Health | Current Approved Amount \$7,480,000 Increase Amount Requested \$6,160,000 New Total Amount Requested \$13,640,000 | For San Francisco General Hospital and Medical Center (SFGHMC) and Laguna Honda Hospital (LHH), provide off-site storage and retrieval services through a combination of scheduled and stat deliveries, year-round, twenty-four hours a day, seven days-a-week including holidays. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to maintaining the documentation needed for treatment, evaluation, billing, and legal purposes. | Modification | 6/30/2029 |

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|
| 46615-15/16 | Sheriff | Current Approved Amount \$265,390 Increase Amount Requested \$66,740 New Total Amount Requested \$332,130 | Operate a shuttle service from Civic Center BART station, Balboa Park BART station, and possibly San Bruno BART station to the San Bruno Jail Facility. The shuttle service will operate on weekends and pre-selected Holidays from 7:00 am to 2:30 pm. The shuttle service will provide a large bus with the passenger capacity of 29; 1 driver and 28 riders. | Modification | 4/30/2021 |
| 42881-17/18 | Human Services Agency | Current Approved Amount \$116,378 Increase Amount Requested \$11,638 New Total Amount Requested \$128,016 | This project will convert a large volume of paper case folders to indexed electronic document images ready for upload, using the Kofax Capture SML import connector. All scanned documents will be indexed and released into the Enterprise Content Management System (ECMS), Open Text Content Services for the San Francisco Human Services Agency (HSA), Investigations Department. This project achieves the following goals: multi-user access to case documentation, reduction of individual knowledge dependency (i.e., any worker can work on a case), support for the ability to have satellite office locations, progress toward a paperless environment, reduction in physical storage requirements, and the ability to back-up case files for disaster recovery. | Modification | 3/31/2020 |

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.

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 and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Update of Proposed Personal Services Contracts Number 40794-19/20 to Correct Union Notification and Modify Duration to Five Years. (File No. 0009-20-8) – Action Item

February 3, 2020: The item was placed off calendar at the request of General Services Agency.

Recommendation: Approve the report.

(9) Report of Future Employment Restrictions and Probationary Releases for the period of July 1, 2019 to December 31, 2019. (File No. 0047-20-1) – Action Item

Recommendation: Adopt the report..

(10) Report of Expired Exempt Appointments Under Charter Sections 10.104-16 through 10.104-18 for the Period of July 1, 2019 to December 31, 2019. (File No. 0046-20-1) – Action Item

Recommendation: Adopt the report.

- (11) **Report of Exempt Appointments and Position Requests Under Charter Sections 10.104-16 through 10.104-18 for the Period of July 1, 2019 to December 31, 2019.**
(File No. 0048-20-1) – Action Item

Recommendation: Adopt the report.

REGULAR AGENDA

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 and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (12) **Request for Status Grant Opportunity to Class 1410 Chief Clerk for Incumbents of Class 1431 Senior Unit Clerks. (File No. 0023-20-5) – Action Item**

Recommendation: Adopt the report and grant incumbents in Class 1431 Senior Unit Clerk status in Class 1410 Chief Clerk.

- (13) **Public comment on all matters pertaining to Items #14 and #15.**

- (14) **Vote on whether to hold Item #15 in closed session. (Action Item)**

Basis for closed session: Personnel Exception (Gov. Code §54957(b)(1), Admin Code §67.10(b)); California Constitution Art. I, sec. 1.

CLOSED SESSION AGENDA

NOTE: The Commission may hold Items #15 in open session, closed session, or partial open/partial closed session. It has been agendized as a closed session item to preserve the Commission's ability to go into closed session if the Commission so decides.

- (15) **Closed Session – PUBLIC EMPLOYEE APPOINTMENT. (File No. 0029-20-1) – Possible Action Item**
Title: Executive Officer

February 3, 2020: No action was taken.

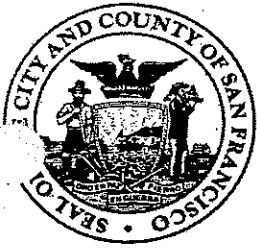
- (16) **Reconvene in Open Session. Vote to elect whether to disclose any or all discussions on Item #15 in closed session (S.F. Admin. Code §67.12 (a)) – Action Item**

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

- (18) **ADJOURNMENT**

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

ELIZABETH SALVESON
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

JACQUELINE P. MINOR
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

MINUTES Regular Meeting February 3, 2020

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

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Elizabeth Salvesson
Vice President Kate Favetti
Commissioner Douglas S. Chan
Commissioner F. X. Crowley
Commissioner Jacqueline P. Minor

President Elizabeth Salvesson presided.

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

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of January 6, 2020

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

OPPORTS

3

ANNOUNCEMENTS (Item No. 4)

Sandra Eng, Acting Executive Officer announced the appellant for Item #10 (Appeal of the Rejection of Application by Daniel Boreen for 7251 Track Maintenance Supervisor I – Cable Car Specialty) has requested postponement and has been placed on the Consent Agenda for consideration.

0013-20-1 Report on the Status of De-Identification for Class-Based Testing Recruitments. (Item No. 5)

Speaker: Anna Biasbas, Department of Human Resources

Note: The Commission requested DHR to provide comparative data using de-identification method versus the standard method to determine if there is an impact on diversity. In addition, provide the data of the hires where de-identification was used at the next report back in six (6) months.

Action: Adopted the report. (Vote of 5 to 0)

0338-19-1 Fiscal Years 2020-22 Mayor's Budget Instructions and Department Budget Preparation. (Item No. 6)

January 6, 2020: Directed the Executive Officer to: continue to negotiate with the Office of the Mayor and the Controller to ensure that the Commission's budget sufficiently supports anticipated service and staff to continue its Charter mandated functions; finalize the Fiscal Years 2020-22 Budget Request; incorporate changes made by the Commission and submit the Fiscal Years 2020-22 Budget Request to the Controller and the Mayor by February 21, 2020.

Speaker: Sandra Eng, Acting Executive Officer

Action: Directed the Executive Officer to: continue to negotiate with the Office of the Mayor and the Controller to ensure that the Commission's budget sufficiently supports anticipated service and staff to continue its Charter mandated functions; finalize the Fiscal Years 2020-22 Budget Request; incorporate changes made by the Commission and submit the Fiscal Years 2020-22 Budget Request to the Controller and the Mayor by February 21, 2020.
(Vote of 5 to 0)

**0016-20-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|--------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|
| 41183-19/20 | Public Health | \$85,000,000 | Contractor will provide check writing services for the Department's Behavioral Health Services (BHS) to enable the Department to provide the following services: Residential Care Facility services ("mom-and-pop" board and care homes); reimbursement to out-of county mental health service providers when children and adolescents are placed outside of San Francisco; intermittent and as-needed reimbursements of providers who are members of the San Francisco Mental Health Plan's Private Provider Network (PPN); provision of wraparound July 1, 2020 services (occasional food, tutoring, and other services) for children and adolescents served in San Francisco; assistance with client stabilization in emergency housing, as needed; support of the Parent Institute's trainings, and other as-needed services such as one-time or limited consultation related to the needs of clients with mental health issues and/or substance use disorder diagnoses, as well as as-needed treatment related to eating disorders at Psychiatric Emergency. | Regular | 6/30/2025 |
| 43888-19/20 | Public Health | \$10,000,000 | As part of the optimization phase of the Department of Public Health's roll-out of its new Electronic Health Record system, "Epic," contractor(s) are needed to provide integrated solutions to automate migration and conversion of medical and pharmaceutical prescription data and drugs from the Department's legacy systems and paper or film records to Epic. For paper and film documents such as patient photos, X rays, insurance cards, identification cards, handwritten chart notes, or prescription use instructions, contractor(s)'s integrated solution will scan and migrate documents directly from end users into Epic. Contractor(s) will assess the Department's data structures, platforms, business goals, and project timeline requirements and extract legacy system data into Contractor(s)'s solution for customization and conversion. Once the data is inspected for quality and compliance, contractor(s) will complete a final extraction into Epic and business as usual will resume. Contractor(s) will execute services for the Department while complying with the Health Insurance Portability and Accountability Act (HIPAA). To ensure a fully supported process with minimal interruptions, contractor(s) will provide intermittent, comprehensive professional services for its proprietary software on an as-needed basis, including implementation support, project management, training, and other as-needed services. Services may also include access to hosted, web-based Software As A Service (SAAS) applications. | Regular | 6/30/2024 |
| 48849-18/19 | Public Health | \$3,000,000 | Contractor will provide food service for Laguna Honda Hospital (LHH) residents while the LHH kitchen floor is being remodeled. Repairs to the LHH kitchen floor are needed in order to mitigate workplace and sanitary hazards that have developed in the tiling and drainage system after eight years of preparing 2,300 meals daily. The contractor will work with LHH Dietitians to provide therapeutic meals tailored to patients' nutritional needs, providing support as needed for menu planning and ordering, and utilizing LHH's existing food and nutrition management system, CBORD (a product of the CBORD Group, a branch of Oracle Hospitality). Repairs are anticipated to take approximately 4-6 months; the 2 year duration shown above is submitted for the period of 1/1/20-12/31/21, which represents the window of time during which the repairs are planned to be made. | Regular | 12/31/2021 |
| 45869-19/20 | City Administrator | \$250,000 | The Contractor will provide as-needed maintenance services on city-owned vehicle service equipment on two new City fleet maintenance facilities: 555 Selby Street and 450 Toland Street, San Francisco. | Regular | 1/31/2025 |

Civil Service Commission Meeting Minutes

Regular Meeting of February 3, 2020

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|-----------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|
| 49016-19/20 | City Administrator | \$550,000 | GSA Fleet Management Division has an ongoing need to provide comprehensive services for emergency and non-emergency hazardous waste management. The service is needed at our 6 shop locations for labor, materials, and equipment necessary to collect a wide range of used motor oil and industrial wastes, to provide transportation, and delivery of environmental sustainable washing and maintenance service with specialty equipment and chemicals for proper recycling, reuse, or disposal to permitted disposal facilities On an intermittent and as-needed basis. Additionally, hazardous waste emergency spill response service is needed on an as needed basis. | Regular | 6/30/2024 |
| 42029-19/20 | Public Works | \$400,000 | Professional consulting services for the San Francisco Public Library (SFPL) to create a comprehensive Library Facilities Masterplan to assess the existing network of library locations and guide SFPL's response to community needs for library services through year 2040. <ul style="list-style-type: none"> Develop a plan for library facilities to encompass current and future facility needs accounting for demographic projections and areas of the city without access to a physical library location in close proximity. Incorporate priorities from the Library's Strategic Plan, 10 Year Capital Plan, and San Francisco's General Plan. Develop a community involvement process to engage stakeholders in developing the Plan. Complete a facilities condition assessment (FCA) for all library facilities, identifying potential for additional sustainability improvements and operational efficiency. Create a representative facility standard building program. Assess and make recommendations for capital improvements to enhance the size and/or amenities at branches in the current geographic area. Establish service standards for SFPL branches to consider future population growth and library service provision for emerging developments and underserved neighborhoods. Develop a capital plan that synthesizes needs of facility maintenance and future capital investment. | Regular | 5/1/2022 |
| 45672-19/20 | Public Utilities Commission | \$800,000 | The San Francisco Public Utilities Commission (SFPUC) requires the services of four (4) consultants to increase participation of small and micro construction, construction management, and related professional services firms for the advancement of the Water System Improvement Program, Sewer System Improvement Program, Hetchy Capital Improvement Program, Water Enterprise Capital Improvement Program, and Auxiliary Water Supply System Projects. The As needed Contractor Outreach and Local Business Enterprise (LBE) Certification Services will include work in the following areas: <ul style="list-style-type: none"> - Marketing and promoting contracting opportunities - Regional Construction Contractors Services, SFPUC-LBE Site Visits. | Regular | 6/1/2023 |
| 48280-19/20 | Public Utilities Commission | \$20,000,000 | This as needed PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as- needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power, and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP). | Regular | 8/31/2025 |
| 49037-19/20 | Port | \$1,350,000 | Independent construction management and environmental monitoring services to oversee the proposed construction work at the Mission Bay Ferry Landing (MBFL) to ensure compliance with plan/project specifications, construction and environmental regulatory requirements, and quality assurance. | Regular | 3/16/2023 |

Civil Service Commission Meeting Minutes

Regular Meeting of February 3, 2020

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|---------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|
| 46057-19/20 | Port | \$34,000,000 | <p>The Port is soliciting a construction manager general contractor (CM/GC) for the design and construction of the Mission Bay Ferry Landing (MBFL) at Terry Francois Boulevard and 16th Street. The work will proceed in two phases, pre-construction and construction. For the pre-construction professional services phase, the Port is seeking the services of a construction manager to design and value engineer the project in preparation for the second phase which is the actual construction. The Port will require assistance in the form of specialized knowledge, expertise, and state-of-the-art techniques that it may not be able to meet from within its own staff. The services are highly specialized because they require marine and over-the-water design services. The value of the PSC for these pre-construction services will not exceed \$750,000 over the anticipated seven (7) month duration.</p> <p>The balance of the PSC amount stated above is for the actual construction of the project which is not subject to the PSC.</p> | Regular | 3/16/2023 |
| 40494-19/20 | Police | \$525,000 | <p>The contractor will provide maintenance and support of the San Francisco Police Department's (SFPD) Body Worn Camera (BWC) System, a law enforcement video data infrastructure with 2200 deployed units. Contracting staff will maintain and support the BWC eco-system of cameras, charging stations, fiber ring network, Azure cloud for evidence, evidence management through the portal and user/device management, desktop and mobile applications for uploading/tagging of metadata, and integrations with Computer Aided Dispatch for Records Management System.</p> | Regular | 2/26/2021 |
| 41155-19/20 | Municipal Transportation Agency | \$375,000 | <p>The contractor (Replica) will provide the Replica Travel Model software-as-a-service, which is a fully calibrated travel model to the San Francisco Bay Area that will allow the San Francisco Municipal Transportation Agency (SFMTA) to monitor what share of trips taken within San Francisco occur via sustainable modes (e.g., biking, walking, transit). This tool will help the SFMTA measure San Francisco's progress towards the City's Climate Action Strategy goal for 80% of trips to be taken by sustainable modes (e.g., walking, biking, public transit) by 2030.</p> <p>Mode share data has typically been collected via a phone survey of Bay Area residents asking them questions about their travel. In order to collect all the needed information, these surveys are lengthy and costly to collect, and the small sample sizes do not provide the full level of detail needed to fully understand travel behavior in San Francisco. For instance, in its last round of mode share data collection, the margin of error for bicycling mode share was too large to adequately answer whether bicycle usage has increased. The SFMTA plans to evaluate the Replica tool against other alternatives for measuring mode share to inform how it will monitor this key metric in the future.</p> | Regular | 6/30/2023 |

Civil Service Commission Meeting Minutes

Regular Meeting of February 3, 2020

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|---------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|
| 43672-18/19 | Municipal Transportation Agency | \$155,000,000 | The scope of tills project is to perform system replacement and mid-life overhaul of 160 standards (40") Hybrid Electric New Flyer vehicles, 111 articulated (60") Hybrid Electric New Flyer vehicles and 60 articulated (60") Electric Trolley vehicles. The Contractor will provide all repairs, warranties, labor, Inspections, engineering, tools, materials, parts, facilities and equipment required to complete this work, which includes removing and replacing major vehicle systems such as engines, traction motor, energy storage system, cooling system, axles, brakes, air systems, interior and exterior body work, exterior painting, including pick-up and delivery of the coaches. All rehabilitation work will be performed off-site. The contractor will prepare all required detailed drawings, schematics, design calculations, stress analysis, and other specified technical documentation in connection with this project. The contractor will also support warranties on all rebuilt components. | Regular | 6/30/2024 |
| 42247-19/20 | Human Resources | \$4,000,000 | The contractors will conduct nation-wide executive searches to identify highly qualified candidates to participate in the selection processes. In collaboration with the Department of Human Resources (DHR), the contractor shall identify, recruit, screen, recommend candidates, coordinate the interview process, conduct detailed reference checks, and provide assistance during the hiring process for the City and County of San Francisco (City). The contractor will develop a detailed candidate profile for the recruitment and selection process. The contractor will perform the initial selection and assessment of candidates and present top candidates to the City for final selection. | Regular | 3/31/2025 |
| 41892-19/20 | Adult Probation | \$3,150,000 | The expertise of the professionals sought is unique and greatly needed by the Adult Probation Department (APD). APD seeks specially certified Batterer Intervention Programs (SIPs) that provide comprehensive domestic violence prevention and treatment services to its clients and other justice-involved San Francisco residents. To get prequalified, applicants will be required to offer very specialized and confidential services, namely court-mandated batterer intervention programs (BIPs) to APD clients under the supervision of the Domestic Violence Unit (California Penal Code 1203.097). Clients will receive adequate programming and services in response to their domestic violence offense, and Probation Officers will be better equipped to perform their duties. | Regular | 10/31/2024 |
| 43621-19/20 | Public Utilities Commission | \$550,000 | The purpose of this contract is to provide limited Preventive Maintenance, Inspection and As-Needed Repair Services of multiple Standby Generators and Co Generation equipment throughout the City and County of San Francisco Public Utilities Commission, Wastewater Enterprise (SFPUC-WWE) facilities. Work will entail work that is beyond the expertise, knowledge, and specialized tools needed for specific services and emergency repairs. This scope of work includes specialized knowledge of the existing generator engines, including engines using biogas methane (a byproduct of wastewater treatment) mixture as an engine fuel (co-generation). Services will be required for a Waukesha cogeneration engine which requires a specialized certification and other miscellaneous engines and equipment. | Regular | 3/1/2023 |
| 43867-19/20 | Public Utilities Commission | \$1,170,000 | Maintenance and testing of existing switchgear and switchboard at various East Bay and West Bay Water Supply and Treatment Facilities. This contract is for maintenance and testing Of seventeen (17) switchgear and twenty-two (22) switchboards with estimated cost of \$30,000 per switchgear / switchboard or \$1,170,000 for the entire contract. | Regular | 3/2/2022 |

Civil Service Commission Meeting Minutes

Regular Meeting of February 3, 2020

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|
| 4126-11/12 | Adult Probation | Current Approved Amount \$1,390,000 Increase Amount Requested \$0 New Total Amount Requested \$1,390,000 | San Francisco Adult Probation Department (APD) needs individuals that have dual expertise in reentry and evidence based criminal justice strategies and technical service: facilitation, grant writing, strategic planning, evaluation, capacity building and communications. The expertise of the technical services providers is unique, unrepresented and greatly needed in APD. | Modification | 12/31/2020 |
| 4043-12/13 | Airport | Current Approved Amount \$1,500,000 Increase Amount Requested \$100,000 New Total Amount Requested \$1,600,000 | During the PBMS Phase II project, SFO would like to implement several enhancements and new functionality to address inefficiencies; optimize system performance and integrate enhanced reporting features; minimize manual entries and error risks, especially for high volume activity billings; address audit concerns and recommendations regarding statistical data reporting; develop policies and procedures; and prepare for external system improvements that impact PMBS. This phase of the project will enhance existing and create new functionality in the Airport's enterprise-wide Ptv1BS used to monitor, track and report revenue and other key business statistics on all SFO property leases, space permits, and other property contracts. See attachment | Modification | 12/31/2021 |
| 33836-18/19 | Public Works | Current Approved Amount \$99,000 Increase Amount Requested \$101,000 New Total Amount Requested \$200,000 | This is for design development, documentation, and installation of furnishings for new homeless shelter capital projects. This involves development of a furniture plan for dormitories, offices, and community spaces and furniture specifications to procure the furnishings, and overseeing the installations and completion of punch list items prior to occupancy. | Modification | 1/2/2021 |
| 40949-16/17 | Ethics | Current Approved Amount \$1,374,750 Increase Amount Requested \$0 New Total Amount Requested \$1,374,750 | The Ethics Commission currently contracts with a private vendor to provide an electronic filing system to file ethics forms and maintain its filing records databases. The forms include fair Political Practices Commission (FPPC) and local campaign finance forms, Statement of Economic Interests, lobbyist reports and campaign consultant reports. The Secretary of State's approval is required for filing systems that submit electronic FPPC campaign finance forms and the Ethics Commission can only contract with vendors on the Secretary of State's certified vendor list. The FPPC's approval is required for filing systems that submit electronic Statement of Economic Interest filings. The Ethics Commission requires a service that includes web based filing software for filers, a back-office administration system, a database, and a search engine for online public disclosure. This system must be hosted by the vendor's server infrastructure. This personal services contract will include developing additional components for the Ethics Commission's existing electronic filing system, technical support, and system maintenance. The new components include new reporting requirements for Expenditure Lobbyists as required by Measure C (adopted by San Francisco voters in the November 3, 2015 election), new electronic forms required by the Committee on Information Technology (COIT)-funded Efilng Conversion Project, and new lobbyist registration requirements included in Measure T (adopted by San Francisco voters in the November 8, 2016 election). On January 20, 2017, the Mayor signed into law an ordinance requiring the electronic filing of behested payment reports by City boards and commissions, which becomes operative on January 11 2018. The new contract will also provide flexibility to add additional forms and functionality to the system when new legislation is passed during the contract term. | Modification | 6/30/2022 |

Civil Service Commission Meeting Minutes

Regular Meeting of February 3, 2020

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|
| 44181-15/16 | Public Health | Current Approved Amount \$2,500,000 Increase Amount Requested \$1,250,000 New Total Amount Requested \$3,750,000 | The contractor will perform coding and abstracting of inpatient accounts using International Classification of Diseases, Tenth Revision-Clinical Modification (ICD 10 CM) and International Classification of Diseases, Tenth Revision Procedure Coding System ICD-10- PCS) classification systems and Diagnosis- Related Group (DRG) expertise; assign codes for diagnoses, treatments, and procedures according to the appropriate classification system for complex inpatient encounters; follow Center for Medicare and Medicaid Services (CMS)/American Health Information Management Association (AHIMA) coding guidelines; review provider documentation to determine principal diagnosis, comorbidities and complications, secondary conditions and surgical procedures; ensure accurate coding by clarifying diagnosis and procedural information through a query process; assign Present On Admission (POA) values for inpatient diagnoses; abstract required information from source documentation and enter into encoder and abstracting system; identify non-payment conditions Hospital Acquired Conditions (HAC) and, when required, review documentation to verify and, as necessary, correct the patient disposition upon discharge. | Modification | 1/31/2023 |
| 32475-17/18 | City Administrator | Current Approved Amount \$100,000 Increase Amount Requested \$330,000 New Total Amount Requested \$430,000 | The contractor will provide the system maintenance, software version upgrade, and onsite training for updated features of The contractor will provide the system maintenance, software version upgrade, and onsite training for updated features of data related to vehicle repairs conducted by General Services Agency (GSA)-Fleet. The 2010 and GSA-Fleet wish to continue utilizing this software. This is as-needed base maintenance service required by the software version upgrade and training to cover the City's expanded fleet. | Modification | 1/31/02025 |
| 47383-17/18 | Human Services | Current Approved Amount \$407,014 Increase Amount Requested \$0 New Total Amount Requested \$407,014 | The contractor will develop a cohesive brand and external communications plan for the Department of Human Service to better identify the three distinct divisions (DAAS) HSA, and OECE) and the services each offers. In order to better engage stakeholders, shape public perception, and to provide quality human services, the contractor will provide the following service: <input type="checkbox"/> - Conduct research - <input type="checkbox"/> -Facilitate interviews and focus groups- <input type="checkbox"/> -Develop the brand strategy <input type="checkbox"/> -Formulate an external communications plan <input type="checkbox"/> -Compile response data and analyze research findings <input type="checkbox"/> - Deliver final brand strategy and communications plan. | Modification | 6/30/2020 |
| 33989-14/15 | Department of Emergency Management | Current Approved Amount \$233,952 Increase Amount Requested \$369,854 New Total Amount Requested \$603,806 | Hardware maintenance services and monitoring 24x7 on Computer Aided Dispatch System (CAD). | Modification | 12/31/2024 |
| 32974-18/19 | Sheriff | Current Approved Amount \$100,000 Increase Amount Requested \$400,000 New Total Amount Requested \$500,000 | The San Francisco Sheriff's Department (SFSFSD) seeks proposals to provide janitorial services for the Woman's Resource Center, located at 930 Bryant Street., and the San Bruno Training Center, located at 1 Moreland Dr. The janitorial services will be required 2 days per week during normal business hours. | Modification | 1/31/2024 |

Civil Service Commission Meeting Minutes**Regular Meeting of February 3, 2020**

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|-----------------|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|
| 43317-17/18 | Fire Department | Current Approved Amount \$98,000 Increase Amount Requested \$952,000 New Total Amount Requested \$1,050,000 | Provide mobile hearing screening tests for all firefighters to determine if they meet NFPA (National Fire Protection Association) Standard 1582 Section 6.5.1 to be able to perform effectively as firefighters and mobile Tuberculosis (TB) screening (using Quantiferon gold TB blood test or equivalent) to ensure members have not been exposed to TB. | Modification | 12/31/2022 |

Speakers:

Mir Amanath Ali, Catherine McGuire and Patrick Leung from the San Francisco Police Department spoke on PSC #40494-19/20.
Kim Thompson and Timothy Mathews from IFPTE Local 21 spoke on PSC #40494-19/20.

Joan Lubamersky and Tom Fung from the General Services Agency spoke on PSC #32475-17/18.

Mark Corso from the San Francisco Fire Department spoke on PSC #43317-17/18.

Jacquie Hale and Elyis Lavreda from the Department of Public Health spoke on PSC #48849-18/19.

Derek Kim, Emily Williams and Gary Chang from the Municipal Transportation Agency spoke on PSC #43672-18/19.
Osha Ashworth, IBEW Local 6 spoke on PSC #43672-18/19.

Action:

1. Approved PSC #40494-19/20 with the proviso the San Francisco Police Department report back in six (6) months, by August 2020 to report on the progress with getting the appropriate authority to hire civil service to perform the work. (Vote of 3 to 2; Commission Chan and Crowley dissented)
2. Removed PSC #43317-17/18 off calendar to allow the San Francisco Fire Department to notify SEIU Local 1021 and IFPTE Local 21 union representatives. (Vote of 5 to 0)
3. Approved PSC #43672-18/19 with the condition the Municipal Transportation Agency continue discussions with all impacted union organizations and provide a report back regarding those discussions and of budgeted positions of Phase II and Phase III on an annual basis. The first report back will be due by February 2021. (Vote of 4 to 1; Commissioner Crowley dissented)
4. Adopted the report and approved all remaining requests for proposed Personal Services Contracts. Notify the Office of the Controller and Office of Contract Administration. (Vote of 5 to 0)

0019-20-1 Report on MTA Service-Critical Appointment Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (Item No. 8)

Speaker: None.

Action: Adopted the report. (Vote of 5 to 0)

0009-20-8 Update of Proposed Personal Services Contracts Number 40794-19/20 to Correct Union Notification and Modify Duration to Five Years. (Item No. 9)

Speakers: Joan Lubamersky, General Service Agency
Theresa Foglio, LIUNA Local 261

Action: The item was placed off calendar at the request of General Services Agency. (Vote of 5 to 0)

0241-19-4 Appeal of the Rejection of Application by Daniel Boreen for 7251 Track Maintenance Supervisor I – Cable Car Specialty. (Item No. 10)

Speaker: None.

Action: Postponed the item to the meeting of March 16, 2020 at the request of Daniel Boreen. (Vote of 5 to 0)

0012-20-1 Annual Review of Exempt and Non-Exempt Classifications at the San Francisco Municipal Transportation Agency. (Item No. 11)

Speaker: None.

Action: Adopted the report and amended the reporting requirements to a February meeting of the Commission each calendar year.
(Vote of 5 to 0)

0018-20-8 Five-Year Update on PaybyPhone Smartphone Parking Application Agreement PSC Number 48657-14/15. (Item No. 12)

Speaker: Lorraine Fuqua, Municipal Transportation Agency

Action: Approved the report. (Vote of 5 to 0)

0026-20-8 Request to Grant Continuing Approval for or Exclude from CSC Review Proprietary Software Maintenance, Software as a Service and Equipment Maintenance. (Item No. 13)

Speakers: Alaric Degrafinried, Department of Public Works
Taraneh Moayed, Office of Contract Administration

Action: Directed the Acting Executive Officer to work with the Office of Contract Administration and City Attorney's Office to draft an amended Personal Services Contract Policy and Procedures to address the issues brought forth by the Office of Contract Administration with respect to the three (3) defined categories. In addition, address all the concerns raised by the Commission. (Vote of 5 to 0)

0232-19-6 Appeal by Ronnie Jones of the Human Resources Director's Determination to Administratively Close His Complaint of Harassment. (Item No. 14)

December 2, 2019: Postponed to the meeting of January 6, 2020 at the appellant's request.

January 6, 2020: Postpone to the meeting of February 3, 2020 at the request of Lee Maranto, Attorney representing Ronnie Jones.

Speakers: Dorothy Young, Department of Human Resources
Matthew Valdez, Department of Human Resources
Lee Maranto, Appellant's Attorney
Keith Baraka, San Francisco Rescue

Action: Granted Ronnie Jones' appeal and directed the Human Resources Department to investigate the complaint as a whole. In addition, provide training at the San Francisco Fire Department Station 49. (Vote of 5 to 0)

Public comment on all matters pertaining to Items #16 and #19. (Item No. 15)

None.

Vote on whether to hold Item #19 in closed session. (Item No. 16)

Action: The Commission voted to conduct Item #19 in Closed Session. (Vote of 5 to 0)

Basis for closed session: Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8)); Personnel Exception (Gov. Code §54957(b)(1), Admin Code §67.10(b)); California Constitution Art. I, sec. 1.

Public comment on all matters pertaining to Items #18 and #20. (Item No. 17)

None.

Vote on whether to hold Item #20 in closed session. (Item No. 18)

Action: The Commission voted to conduct Item #20 in Closed Session. (Vote of 5 to 0)

0296-19-7 Closed Session – Request for Hearing by Alison Berry Wilkinson on Behalf of a former employee on the employee’s Future Employment Restrictions. (Item No. 19)

The Closed Session Item #19 started at 5:23 p.m. in City Hall, Room 400 and the following individuals were present:

Elizabeth Salveson, President, Civil Service Commission
Kate Favetti, Vice President, Civil Service Commission
Douglas S. Chan, Commissioner, Civil Service Commission
F. X. Crowley, Commissioner, Civil Service Commission
Jacqueline P. Minor, Commissioner, Civil Service Commission
Lisa Powell, City Attorney’s Office
Linda Simon, Department of Human Resources
Luz Morganti, Civil Service Commission
Jennifer Bushman, Civil Service Commission
Department Representative
Alison Berry Wilkinson, Appellant’s Attorney
Appellant

Action: Denied the appeal and upheld the future employment restriction with the Department and modified the restriction to include any peace officer position in the City. In five (5) years and upon successful completion of satisfactory performance as peace officer in another jurisdiction, the appellant may request to lift the restriction. (Vote of 4 to 1; Commission Minor dissented)

0029-20-1 Closed Session – PUBLIC EMPLOYEE APPOINTMENT. Possible Action Item Title: Executive Officer (Item No. 20)

The Closed Session Item #20 started at 6:26 p.m. in City Hall, Room 400 and the following individuals were present:

Elizabeth Salveson, President, Civil Service Commission
Kate Favetti, Vice President, Civil Service Commission
Douglas S. Chan, Commissioner, Civil Service Commission
F. X. Crowley, Commissioner, Civil Service Commission
Jacqueline P. Minor, Commissioner, Civil Service Commission
Jennifer Bushman, Civil Service Commission

Action: No action was taken.

Reconvene in Open Session. Vote to elect whether to disclose any or all discussions on Items #19 and #20 in closed session (S.F. Admin. Code §67.12 (a)) (Item No. 21)

Action: The Commission voted to disclose its action for Item #19 and #20 but not the discussion. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 22)

None.

ADJOURNMENT (Item No. 23)

The Commission adjourned at 6:45 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

Minutes of Special Meeting – Closed Session

Tuesday, February 11, 2020
2:00 p.m.

City Hall – Room 416
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

ELIZABETH SALVESON
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

JACQUELINE P. MINOR
COMMISSIONER

I. Call to Order and Roll Call

Present: President Elizabeth Salveson
Commissioner Douglas S. Chan
Commissioner F.X. Crowley
Commissioner Jacqueline P. Minor

Excused Absence: Vice President Kate Favetti

President Elizabeth Salveson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Executive Officer (File No. 0029-20-1) (Action Item)

Action: The Commission voted to conduct item #IIIA in closed session. (Vote of 4 to 0)

A) PUBLIC EMPLOYEE APPOINTMENT – EXECUTIVE OFFICER (DISCUSSION AND POSSIBLE ACTION ITEM)

SANDRA ENG
ACTING EXECUTIVE OFFICER

THE DOCKET REPORTS
CALENDAR 3

Closed Session started at 2:02 p.m. in City Hall, Room 416 and the following were present:

Elizabeth Salveson, President, CSC
Douglas S. Chan, Commissioner, CSC
F.X. Crowley, Commissioner, CSC
Jacqueline P. Minor, Commissioner, CSC
Lisa Powell, Deputy City Attorney, CAT

February 3, 2020: No action taken.

Action: The Commission did not select candidates to interview and voted to make that determination at a closed session meeting to be held on March 2, 2020. In addition, an attempt will be made to determine interview questions. (Vote of 4 to 0)

IV. Reconvene in open session:

- 1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 4 to 0)

- 2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).

Action: The Commission voted to disclose the action taken. (Vote of 4 to 0)

V. Adjournment

The meeting adjourned at 3:25 p.m.

ANNOUCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

Sent Via Electronic Mail

February 20, 2020

NOTICE OF CIVIL SERVICE COMMISSION MEETING

ELIZABETH SALVESON
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

JACQUELINE P. MINOR
COMMISSIONER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACTS 41761-19/20; 45328-19/20;
43972-19/20; 45085-19/20; 4095-12/13; 47199-14/15; 40634-15/16;
47850-17/18; 4111-12/13; 47498-14/15; 4070-09/10; 4096-05/06;
42832-14/15; 47083-13/14; 46615-15/16; AND 42881-17/18.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on **March 2, 2020 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

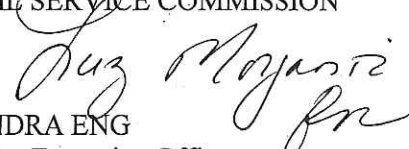
This item will appear on the Ratification Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

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.

SANDRA ENG
ACTING EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION


SANDRA ENG
Acting Executive Officer

Attachments

Cc: Rachel Buerkle, Environment
Jolie Gines, Department of Technology
Henry Gong, Sheriff Department
Jacquie Hale, Department of Public Health
Karen Henderson, Office of the Mayor
Bill Irwin, Public Utilities Commission
Joyce Kimotsuki, Office of the Controller
Daniel Kwon, Public Utilities Commission
William Lee, Emergency Management
Joan Lubamersky, City Administrator
John Tsutakawa, Human Services Agency
Elaine Walters, Fire Department
Genie Wong, Police Department
Commission File
Commissioners' Binder
Chron

PSC SUBMISSION

City and County of San Francisco



Department of Human Resources

London Breed
MayorMicki Callahan
Human Resources Director

Date: February 14, 2020

To: The Honorable Civil Service Commission

Through: Micki Callahan *AK (for me)*
Human Resources Director

From: Joan Lubamersky, ADM
Joyce Kimotsuki, CON
Elaine Walters, FIR
Bill Irwin / Daniel Kwon, PUC
William Lee, DEM
Rachel Buerkle, ENV
Karen Henderson, MYR
Genie Wong, POL
Jolie Gines, TIS
Jacquie Hale, DPH
Henry Gong, SHF
John Tsutakawa, HSA

Subject: **Personal Services Contracts Approval Request**

This report contains sixteen (16) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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 Fiscal Year 19/20 to date:

| Total of this Report | YTD Expedited Approvals FY2019-2020 | Total for FY2019-2020 |
|----------------------|----------------------------------------|-----------------------|
| \$90,448,378 | \$261,328,442 | \$2,133,089,597 |

Joan Lubamersky
City Admin
1 Dr. Carlton B. Goodlett Pl, Rm. 362
San Francisco, CA 94102
(415) 554-4859

Joyce Kimotsuki
Controller
1 Dr. Carlton B. Goodlett Pl, Rm. 306
San Francisco, CA 94102
(415) 554-6562

Elaine Walters
Fire
698 Second St.
San Francisco, CA 94107
(415) 558-3418

Bill Irwin / Daniel Kwon
Public Utilities Commission
525 Golden Gate Ave., 8th Floor
San Francisco, CA 94102
BI: (415) 934-3975
DK: (415) 934-5722

William Lee
Emergency Management
1011 Turk Street
San Francisco, CA 94102
(415) 558-3866

Rachel Buerkle
Environment
1455 Market St., #1200
San Francisco, CA 94103
(415) 355-3704

Karen Henderson
Mayor
1 South Van Ness Ave., 5th Floor
San Francisco, CA 94103
(415) 701-5557

Genie Wong
Police
1245 3rd St., 6th Floor
San Francisco, CA 94158
(415) 837-7208

Jolie Gines
Technology
1 South Van Ness Ave., 2nd Floor,
San Francisco, CA 94103
(628) 652-5074

Jacquie Hale
Public Health
101 Grove St., Rm. 307
San Francisco, CA 94102
(415) 554-2609

Henry Gong
Sheriff
1 Dr. Carlton B. Goodlett Pl, Rm. 456
San Francisco, CA 94102
(415) 554-7241

John Tsutakawa
Human Services
1650 Mission St., Suite 300
San Francisco CA 94103

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POSTING FOR

March 02, 2020

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

2020-03-02

APPLY

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|---------------|--------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------|------------------|
| 41761 - 19/20 | GENERAL SERVICES AGENCY - CITY ADMIN | \$65,000,000.00 | The contractor will provide refuse collection services (recyclables, compostables, and trash) for City and County of San Francisco departments. | January 1, 2020 | December 30, 2027 | REGULAR |
| 45328 - 19/20 | CONTROLLER | \$2,800,000.00 | The City seeks consultants to develop an approach for assessing required Chart Field, Set ID and Business Units from our status quo approach that includes 9 Business Units and at least 2 Set IDs in the City's Oracle PeopleSoft 9.2 Human Capital Management (HCM) system, 1 Business Unit in the City's Oracle PeopleSoft 9.2 Financials and Supply Chain Management System (FSCM) General Ledger Module and up to 3 Business Units in some of the other 16 FSCM Modules, perform the assessment to determine the changes needed, benefits to workflows and reporting, create, manage and implement a detailed implementation plan to execute all changes in PeopleSoft. | March 2, 2020 | March 1, 2026 | REGULAR |
| 43972 - 19/20 | FIRE DEPARTMENT | \$5,000,000.00 | Contractor will provide specialized Employee Assistance Program (EAP) to members of several of the City's First Responder agencies and their dependents. This will be a multi-agency program, and the Fire Department will take the lead on the contract. The two agencies starting the program will be the San Francisco Police Department and the San Francisco Fire Department, with the possibility of the Sheriff, Medical Examiner, and Dispatch (DEM) participating at a later date. The services will include, but not be limited to, specialized outpatient behavioral health services, and critical incidence stress response services. | February 1, 2020 | June 30, 2023 | REGULAR |
| 45085 - 19/20 | PUBLIC UTILITIES COMMISSION | \$5,700,000.00 | The contractor works with ranchers and farmers to use biosolids as a fertilizer. The contractor secures all necessary permitting required for the use of biosolids as a fertilizer. Annual fees for permitting are paid by the contractor. The contractor manages the agronomic application of biosolids so that nitrogen added to fields does not exceed crop uptake needs. When sufficient biosolids have been added to a field to meet its nitrogen needs, the contractor moves the application operation to a new field. When moving to a new field, the contractor is responsible for coordinating with the trucking contractor for the transportation of biosolids to the new location. The contractor is responsible for ensuring the all county ordinances are followed during the course of operations at each field. This includes the posting of signs, flagging of buffer areas where biosolids are not to be applied, setting up a mobile weather station, a portable toilet and a washdown station for trucks. The contractor is responsible for the spreading and discing (incorporation) of the biosolids on each field. Coordination with the ranchers, farmers, and county is the responsibility of the contractor. | April 15, 2020 | April 14, 2025 | REGULAR |

TOTAL AMOUNT \$78,500,000

Home >

Posting For March 02, 2020

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2020-03-02

APPLY

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|----------------------------------|-------------------------------|----------------------------------------------------|----------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------|---------------|
| 4095 12/13 - MODIFICATIONS | March 2, 2020 | DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD | \$0 | \$1,638,972 | The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours. | 07/01/2020 | 06/30/2022 | REGULAR |
| 47199 - 14/15 - MODIFICATIONS | March 2, 2020 | ENVIRONMENT -- ENV | \$0 | \$5,000,000 | Conduct technical assistance and consulting for City Departments engaged in developing building codes, financing programs, and the design, construction and operation of new buildings, major renovations, tenant improvements and existing buildings where subcontractors for specific areas of expertise are required: research, economic, technical and environmental analyses, energy modeling, green building, LEED (Leadership in Energy and Environmental Design) and GreenPoint Rated consulting, post-occupancy evaluation, policy and program design and implementation support. | 06/01/2020 | 05/31/2023 | REGULAR |
| 40634 - 15/16 - MODIFICATIONS | March 2, 2020 | MAYOR -- MYR | \$750,000 | \$2,250,000 | The Mayor's Office of Housing and Community Development (MOHCD) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will; provide advisory services to competitive sales, negotiated sales, private placements, and management of housing assets and/or bond types (tax bond, revenue bonds, etc.), provide financial advisory services to structuring the City's affordable housing programs; and provide advisory services for | 05/25/2020 | 11/25/2022 | REGULAR |

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|----------------------------------|-------------------------------|---------------------------------------------|----------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------|---------------|
| | | | | | structuring of particularly complex development proposals. | | | |
| 47850 - 17/18 - MODIFICATIONS | March 2, 2020 | POLICE -- POL | \$75,000 | \$1,075,000 | <p>The contractor will provide on-call phlebotomy service 24 hours a day/7 days a week/365 days a year to law enforcement agencies in the City and County of San Francisco. Contractor staff will perform immediate blood draws (within 45 minutes of call) at various locations on suspects Driving Under the Influence (DUI) who refuse to voluntarily submit to a chemical test. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on DUI suspects are different from blood draws for health reasons. Contractor staff will also participate in evidence handling training by the Office of the Chief Medical Examiner and scheduled court testimony by the District Attorney.</p> <p>Scope Change: We are updating scope of work to include phlebotomy service for other criminal investigations. Current scope of work is only for DUI suspects.</p> | 10/17/2019 | 06/30/2022 | REGULAR |
| 4111-12/13 - MODIFICATIONS | March 2, 2020 | PUBLIC UTILITIES COMMISSION -- PUC | \$900,000 | \$1,900,000 | <p>The Scope of Work consists of four (4) categories of banking and payment services: (1) Enrollment Services to help San Francisco Public Utilities Commission (SFPUC) increase customer enrollment in Electronic Bill Presentment and Payment (EBPP); (2) EBPP Services to help SFPUC increase its customer use of EBPP through a bank or non-bank EBPP service; (3) EBPP Services to help SFPUC increase its customer use of EBPP through its own SFPUC centered/branded EBPP service; and (4) Other options to deliver EBPP such as ATMs, Kiosks, Mobile Device, In person cash, check and/or card payments, and others.</p> | 07/01/2020 | 08/31/2024 | REGULAR |
| 47498 - 14/15 - MODIFICATIONS | March 2, 2020 | PUBLIC UTILITIES COMMISSION -- PUC | \$1,000,000 | \$4,300,000 | <p>Project Pull is a summer internship program established to provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields. Students selected from the program demonstrate an ability and interest in professional careers such as architecture, business,</p> | 05/02/2020 | 04/30/2021 | REGULAR |

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|-------------------------------|-------------------------------|---------------------------------------------------------|----------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------|----------------------------|
| | | | | | engineering and science. Consultant will manage the program and advance funds for all students interns' and team leaders' salaries and program enrichment activities. | | | |
| 4070 09/10 - MODIFICATIONS | March 2, 2020 | GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS | \$0 | \$41,000,000 | As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment. | 07/01/2022 | 12/31/2026 | REGULAR |
| 4096 05-06 - MODIFICATIONS | March 2, 2020 | PUBLIC HEALTH -- DPH | \$745,000 | \$2,867,500 | 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 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 Witness patients because blood remains in continuity within the auto-transfusion circuit. | 07/01/2023 | 06/30/2028 | ADMINISTRATIVE APPROVAL |
| | | | | | Scope Change: 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 | | | |

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|----------------------------------|-------------------------------|-------------------------|----------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------|---------------|
| | | | | | remains in continuity within the autotransfusion circuit. | | | |
| 42832 - 14/15 - MODIFICATIONS | March 2, 2020 | PUBLIC HEALTH -- DPH | \$2,240,000 | \$4,200,000 | As needed, temporary, supplemental and credential verification registry personnel services for the Medical Staff Services Departments of San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), as well as for Community Behavioral Health Services (CBHS). This service assists current staff to meet unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings. Contractor's staff will also support in-house staff to verify providers licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on as-needed basis. This will include assistance with credentialing and privileging of Medical Staff (e.g., physicians, dentists, psychologists & podiatrists) and Affiliate Professionals (e.g., nurse practitioners, certified midwives, certified nurse anesthetists, physician assistants), support for Clinical Services related to Bylaws, Rules and Regulations. | 07/01/2020 | 06/30/2025 | REGULAR |
| 47083 - 13/14 - MODIFICATIONS | March 2, 2020 | PUBLIC HEALTH -- DPH | \$6,160,000 | \$13,640,000 | For San Francisco General Hospital and Medical Center (SFGHMC) and Laguna Honda Hospital (LHH), provide off-site storage and retrieval services through a combination of scheduled and stat deliveries, year-round, twenty-four hours a day, seven days-a-week including holidays. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to maintaining appropriately secure and accurate medical records and maintaining the documentation needed for treatment, evaluation, billing, and legal purposes. | 07/01/2024 | 06/30/2029 | REGULAR |

1 2 next > last »

TOTAL AMOUNT \$11,870,000

Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**Posting For March 02, 2020****Proposed Modifications to Personal Services Contracts**

Commission Hearing Date

2020-03-02

APPLY

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|----------------------------------|-------------------------------|-----------------------------|----------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------|------------------|
| 46615 - 15/16 - MODIFICATIONS | March 2, 2020 | SHERIFF -- SHF | \$66,740 | \$332,130 | Operate a shuttle service from Civic Center BART station, Balboa Park BART station, and possibly San Bruno BART station to the San Bruno Jail Facility. The shuttle service will operate on weekends and pre-selected Holidays from 7:00 am to 2:30 pm. The shuttle service will provide a large bus with the passenger capacity of 29; 1 driver and 28 riders. | 05/01/2020 | 04/30/2021 | REGULAR |
| 42881 - 17/18 - MODIFICATIONS | March 2, 2020 | HUMAN SERVICES -- DSS | \$11,638 | \$128,016 | This project will convert a large volume of paper case folders to indexed electronic document images ready for upload, using the Kofax Capture XML import connector. All scanned documents will be indexed and released into the Enterprise Content Management System (ECMS), Open Text Content Servicer for the San Francisco Human Services Agency (HSA), Investigations Department. This project achieves the following goals: multi-user access to case documentation, reduction of individual knowledge dependency (i.e., any worker can work on a case), support for the ability to have satellite office locations, progress toward a paperless environment, reduction in physical storage requirements, and the ability to back-up case files for disaster recovery. | 07/01/2019 | 03/31/2020 | REGULAR |

« first < previous 1 2

TOTAL AMOUNT \$78,378

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

Type of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Refuse collection services

Funding Source: General fund

PSC Duration: 8 years

PSC Amount: \$65,000,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The contractor will provide refuse collection services (recyclables, compostables, and trash) for City and County of San Francisco departments.

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

These are critical services that City departments require. Denial of these services would prevent the recovery and disposal of refuse which would cause negative health and environmental impacts to the City, employees, and public.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

A contractor has been providing these services through the Refuse Collection and Disposal Ordinance and MOU Agreements since 2003. We have been advised that we should request approval of a Personal Services Contract (PSC).

D. Will the contract(s) be renewed?

Yes

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

Please see memorandum attached.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

Contractor has infrastructure, equipment, vehicles and facilities to perform these duties.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: "Refuse Collector" permit licensed by the Director of Public Health (SF Health Code Article 6: Garbage and Refuse, sec. 313), as well as infrastructure, vehicles, facilities, other equipment, skills, and refuse service expertise are required for City collection

- B. Which, if any, civil service class(es) normally perform(s) this work? 2708, Custodian; 2719, Janitorial Svcs Asst Sprv; 2720, Janitorial Services Supervisor; 7355, Truck Driver;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor will provide infrastructure, vehicles facilities and equipment to collect and properly process refuse. The Contractor will also provide all appropriate refuse collection bins to City departments.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

These services are not available within the City.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
No civil service classes are licensed to do the work and do not have access to the equipment and facilities required to do the work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil service classes are not licensed to do the work and do not have access to the equipment and facilities required to do the work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 10/11/2019, the Department notified the following employee organizations of this PSC/RFP request:
Bldg Mtl & Constr Teamsters, L 853; SEIU 1021 Miscellaneous

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place Room 362 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41761 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

Receipt of Union Notification(s)

Kyaun, Florence (ADM)

From: Lubamersky, Joan (ADM)
Sent: Friday, October 11, 2019 3:34 PM
To: Kyaun, Florence (ADM)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41761 - 19/20

Please scan and email this to me.

—Original Message—

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of joan.lubamersky@sfgov.org
Sent: Friday, October 11, 2019 3:25 PM
To: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC) <kbasconcillo@sfgwater.org>; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org; jtanner940@aol.com; Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 41761 - 19/20

RECEIPT for Union Notification for PSC 41761 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 41761 - 19/20 for \$65,000,000 for Initial Request services for the period 01/01/2020 -- 12/30/2027. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/14082> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended.

Lubamersky, Joan (ADM)

From: Lubamersky, Joan (ADM)
Sent: Friday, October 11, 2019 3:43 PM
To: connections@teamsters853.org; lpinedo@teamsters853.org
Cc: 'DHR-PSCCoordinator, DHR (dhr-psccordinator@sfgov.org)'
Subject: Personal Services Contract 41761 19.20
Attachments: Receipt of Notice for new PCS over \$100K PSC # 41761 - 1920.pdf; PSC 41761 19.20 Refuse Collection.pdf

To: Teamsters Local 853

The Office of Contract Administration of the City and County of San Francisco proposes to do a Personal Services Contract (PSC) to contract for refuse collection for City departments. Information on this PSC is attached.

City departments are required by the Department of Human Resources and the Civil Service Commission to notify employee organizations when requesting to contract for services that City employees could possibly perform. In this case, Class 7355 Teamster could possibly perform some of the duties of the PSC. Your union is listed as one that would be notified through the City's on line system, however it appears that you were not. Typically, unions have seven or 30 days to raise questions about a PSC.

If you should have any questions, please let me know at Joan.Lubamersky@sfgov.org or contact the Department of Human Resources, DHR-PSC coordinator at dhr-psccordinator@sfgov.org

Thank you.

Attachments: Proposed PSC 41761 19.20

Joan Lubamersky
General Services Agency-Office of the City Administrator
City Hall
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102
Direct: 1-415-554-4859
Direct: Main 1-415-554-4148 or 1-415-554-4851
Fax: 1-415-554-4849

Additional Attachment(s)



OFFICE OF THE
CITY ADMINISTRATOR



London N. Breed, Mayor
Naomi M. Kelly, City Administrator

October 12, 2019

MEMORADUM

TO: Honorable Civil Service Commission
FROM: Joan Lubanersky *Joan Lubanersky*
City Administrator Contracts Coordinator
SUBJ: Request for Seven Year Duration
Office of Contract Administration PSC 41761 19.20
Refuse Collection

The department is requesting an eight year duration for this Personal Services Contract because the procurement process for these services is long and complex. The current procurement was for six years, and the department found that it was too short. Having a longer term arrangement will be more efficient to administer and to deliver services.

Please let me know if you should have any questions.

Thank you for your consideration.

Copy to: Daniel J. Sanchez, Office of Contract Administration

San Francisco Health Code

SEC. 313. ROUTES OF GARBAGE COLLECTORS – COLLECTION PERMITS.

It shall be unlawful for any person, firm or corporation (whether such person, firm or corporation is licensed to collect refuse or not, as provided in Sections 4 and 8 of that certain ordinance "No. 17,083, approved by the electors at the general election held on November 8, 1932, providing for the collection and disposition of refuse in the City and County of San Francisco; providing for the licensing of refuse collectors by the Director of Public Health; fixing the maximum rates or charges for the collection of refuse by licensed refuse collectors, from homes, apartment houses, stores, etc.; dividing the City and County of San Francisco into collection routes; providing for penalties for the violation of the provisions of said ordinance") to collect any refuse from any dwelling place, household, apartment house, store, office building, restaurant, hotel, institution or commercial establishment in the City and County of San Francisco or on any of the garbage routes into which said City and County, is divided (under and by virtue of the provisions of Section 4 of the aforesaid ordinance, approved by the electors at the general election held on November 8, 1932) without first having obtained from the Director of Public Health a permit so to do in the manner and on the terms and conditions specified in Section 4 of the aforesaid ordinance approved by the electors at the general election held on November 8, 1932.

Any permit applied for by any person, firm or corporation and issued by the Director of Public Health under the provisions of the aforesaid ordinance approved by the electors at the general election held on November 8, 1932, shall be for a certain route or certain routes as said route or routes are defined, designated and delineated by Section 4 of said ordinance approved by the electors at the general election held on November 8, 1932, and shall constitute permission to collect refuse only on the route or routes designated in said permit.

It shall be unlawful for any person, firm or corporation holding a permit from the Director of Public Health (under the provisions of Section 4 of the aforesaid ordinance adopted by the electors at the general election on November 8, 1932) to collect garbage or to attempt to collect refuse from any dwelling place, household, apartment house, store, office building, restaurant, hotel, institution or commercial establishment, situated on any other route or routes than the route or routes for which such permit is issued.

The term "refuse" as used in this Section shall be taken to mean all waste and discarded materials as defined by Section 1 of the aforesaid ordinance adopted by the electors at the general election held November 8, 1932.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

Type of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Assessment of PeopleSoft Financial System Chart Fields & Business Units

Funding Source: General & Non-General Fund

PSC Duration: 6 years

PSC Amount: \$2,800,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The City seeks consultants to develop an approach for assessing required Chart Field, Set ID and Business Units from our status quo approach that includes 9 Business Units and at least 2 Set IDs in the City's Oracle PeopleSoft 9.2 Human Capital Management (HCM) system, 1 Business Unit in the City's Oracle PeopleSoft 9.2 Financials and Supply Chain Management System (FSCM) General Ledger Module and up to 3 Business Units in some of the other 16 FSCM Modules, perform the assessment to determine the changes needed, benefits to workflows and reporting, create, manage and implement a detailed implementation plan to execute all changes in PeopleSoft.

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

These services are critical to ensuring that Citywide systems and the associated modules (SF Financials, SF Procurement, SF People & Pay, SF Learning, SF Reports and Analytics and SF Budget) are available for over 6,000 city users and the entire City supplier community to control end user access, reports and queries, workflows and batch processes. The services will also help provide critical upgrades, enhancements and new functionality, on PeopleSoft that will support the effective operation of City departments. Denial could result in critical functionality not being available to support City departments, and inability to generate department specific financial statements from the Citywide systems.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service has not been provided in the past and has not been previously approved by the Civil Service Commission.

D. Will the contract(s) be renewed?

If needed, contracts resulting from this solicitation may be extended.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The justification for the PSC to be 6 years is due to the need for the Controller's Office and other City Departments to continue to assess and implement future system enhancements, modifications and additional post go-live support for the City's Oracle PeopleSoft, Human Capital Management, Enterprise Learning Management, Oracle Business Intelligence Applications, Oracle Business Intelligence Enterprise Edition and City related systems as it pertains to Chart Fields, Set IDs, and Business Unit Set Ups.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

Services are highly specialized and short-term in nature. Knowledge transfer, training and documentation at the end of services provided will occur so that City staff can gain skills and expertise to provide these services going forward. The City seeks consultants to develop an approach for assessing required Chart Field, Set ID and Business Units from our status quo approach that includes 9 Business Units and at least 2 Set IDs in the City's Oracle PeopleSoft 9.2 Human Capital Management (HCM) system, 1 Business Unit in the City's Oracle PeopleSoft 9.2 Financials and Supply Chain Management System (FSCM) General Ledger Module and up to 3 Business Units in some of the other 16 FSCM Modules, perform the assessment to determine the changes needed, benefits to workflows and reporting, create, manage and implement a detailed implementation plan to execute all changes in PeopleSoft.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Requires expert level functional and technical knowledge of Oracle PeopleSoft systems, Oracle Business Intelligence. Experience to include training and knowledge transfer services related to systems. Expertise required in working with public sector clients with a minimum budget of \$1B that uses Oracle PeopleSoft Financials and Supply Chain Management system and had a complex Business Unit Setup (e.g., multiple Business Units that may be module-specific, department-specific, etc). Expertise includes Active Certified Public Accountant License, published Comprehensive Annual Financial Reports, 5 years of experience in Oracle PeopleSoft 9.2 Financials and Supply Chain Management System and Oracle PeopleSoft 9.2 Human Capital Management, Change Management and User Training experience.

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1064, IS Prg Analyst-Principal; 1070, IS Project Director; 1657, Accountant IV; 1825, Prnpl Admin Analyst II; 0931, Manager III; 0932, Manager IV; 0933, Manager V;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

This work is highly specialized, and requires expertise with various PeopleSoft modules and related systems, accounting with specialized expertise with Chart Fields, Set IDs and Business Unit Set Ups. Contractors will work alongside existing Controller staff who will provide information as needed. No other resources across the City have the expertise needed to provide these services.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Services require expert level knowledge of PeopleSoft and related systems as it pertains to accounting requirements. They are highly specialized and short term in nature. Knowledge transfer, training and documentation at the end of services will occur to help City staff gain skills and expertise to provide these services going forward.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the work is short-term and highly specialized in nature.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Knowledge transfer, training and documentation at the end of services will occur to help City staff gain the skills and expertise to provide these services going forward. Estimated number of training hours is 40 hours to accountants, PeopleSoft technical and functional analysts, managers and executives, generally be in the 1070, 0933, 0932, 0931, 1064, 1054, 1053, 1052, 1825, 1657 classes.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes. The winner bidder is TBD and may (or may not) be a contractor with a current personal services contract with our department.

7. Union Notification: On 01/03/2020, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: 1 Carlton B. Goodlett Place, #306 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45328 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of joyce.kimotsuki@sfgov.org
To: [Kimotsuki, Joyce \(CON\)](#); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; [Kimotsuki, Joyce \(CON\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45328 - 19/20
Date: Friday, January 3, 2020 6:47:45 PM

RECEIPT for Union Notification for PSC 45328 - 19/20 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract

(PSC) 45328 - 19/20 for \$2,800,000 for Initial Request services for the period

03/02/2020 -- 03/01/2026. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrrupal/node/14427> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PSC 45328-19/20 Training

Knowledge transfer, training and documentation at the end of services will occur so that City staff are able to provide these services going forward. Estimated number of training hours is 40 hours to accountants, PeopleSoft technical and functional analysts, managers and executives.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT -- FIR

Dept. Code: FIR

Type of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Behavioral Health Services for First Responder Employees and Dependents

Funding Source: General Fund

PSC Amount: \$5,000,000

PSC Est. Start Date: 02/01/2020

PSC Est. End Date 06/30/2023

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Contractor will provide specialized Employee Assistance Program (EAP) to members of several of the City's First Responder agencies and their dependents. This will be a multi-agency program, and the Fire Department will take the lead on the contract. The two agencies starting the program will be the San Francisco Police Department and the San Francisco Fire Department, with the possibility of the Sheriff, Medical Examiner, and Dispatch (DEM) participating at a later date. The services will include, but not be limited to, specialized outpatient behavioral health services, and critical incidence stress response services.

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

This specialized services is necessary to help members of the First Responder community (firefighters, EMS personnel, police officers, etc.) and their families manage stress from their duties as first responders. While the majority of services are expected to be provided locally, a network of national providers needs to be available for dependents residing outside the San Francisco Bay Area and any personnel temporarily away from the San Francisco Bay Area. Denial of service will lead to higher incidences of stress related issues possibly adversely affecting the performance of fire department personnel in their interactions with the public.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

The SFPD currently has a program in place with an outside provider, but are in need of finding a new provider. Further, while the SFPD had previous CSC approval, the department was unsuccessful in finding an appropriate vendor through the RFP process. This would be a new service for the Fire Department. The departments are hoping with mutual collaboration to find a provider who can address the needs of each agency.

D. Will the contract(s) be renewed?

We anticipate renewing the contract.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

☒ Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

B. Explain the qualifying circumstances:

Agreed to provide these EAP services as part of recent Local 798 MOU negotiations, with qualified licensed clinicians who specialize in First Responder issues.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Clinicians contracting with selected provider must have a minimum qualification of a master's degree in Psychology or Social Work and be licensed by the state board as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), Licensed Professional Clinical Counselor (LPCC) or Doctor of Psychology (PsyD or PhD). Clinicians must also be culturally competent to work within a first responder culture.

B. Which, if any, civil service class(es) normally perform(s) this work? 2574, Clinical Psychologist; 2576, Sprv Clinical Psychologist; 2910, Social Worker; 2912, Senior Social Worker; 2931, Marriage, Family & Child Cnslr; 2935, Sr Marriage, Fam & Cld Cnslr;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No. We expect individual clinicians to operate out of their own office space when counseling members.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Both the Fire Department and Police Department have internal stress unit teams, but the demand for their services is grater than their capacity and scope of practice. The contract will allow the department to expand stress related coverage to dependents as well as more members. The FD and PD have also been working very closely with the City's HSS EAP team to identify this particular gap in service in the City's current programs. The HSS team has been supportive and offered valuable guidance in shaping this proposed external program.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

The service needs to be available statewide and nationwide in order to be offer services to dependents of Department employees, many of whom reside outside San Francisco city limits.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. A new civil service class is not necessary.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. Training is not needed.

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

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 12/02/2019, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Elaine Walters Phone: (415)558-3418 Email: elaine.walters@sfgov.org

Address: 698 Second Street San Francisco, CA 94107

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43972 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of elaine.walters@sfgov.org
To: [RECEIPT for Union Notification for PSC 43972 - 19/20 more than \\$100k](mailto:Walters.Elaine(FIR);sarah.wilson@seiu1021.org;thomas.vitale@seiu1021.org;Sandeep.lal@seiu1021.me;leah.berlanga@seiu1021.org;Ricardo.Lopez@sfgov.org;Bascondillo.Katherine(PUC);pcamarillo_seiu@sbcglobal.net;Wendy.Frigillana@seiu1021.org;pscreview@seiu1021.org;ted.zarzecki@seiu1021.net;davidmkersten@gmail.com;ablood@cirseiu.org;xiumin.li@seiu1021.org;Poon.Sin Yee(HSA);david.canham@seiu1021.org;jtanner940@aol.com;WendyWong26@yahoo.com;wendywong26@yahoo.com;tmatthews@ifpte21.org;kschumacher@ifpte21.org;pkim@ifpte21.org;amakayan@ifpte21.org;L21PSCReview@ifpte21.org;Chenard,Stephanie(FIR);DHR-PSCCoordinator,DHR(HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 43972 - 19/20
Date: Monday, December 2, 2019 12:29:35 PM</p><hr/></div><div data-bbox=)

The FIRE DEPARTMENT -- FIR has submitted a request for a Personal Services Contract (PSC) 43972 - 19/20 for \$5,000,000 for Initial Request services for the period 02/01/2020 -- 06/30/2023. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/14259> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Biosolids Beneficial Use – Land Application (68413)Funding Source: Wastewater Enterprise Operating Budget PSC Duration: 5 yearsPSC Amount: \$5,700,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor works with ranchers and farmers to use biosolids as a fertilizer. The contractor secures all necessary permitting required for the use of biosolids as a fertilizer. Annual fees for permitting are paid by the contractor. The contractor manages the agronomic application of biosolids so that nitrogen added to fields does not exceed crop uptake needs. When sufficient biosolids have been added to a field to meet its nitrogen needs, the contractor moves the application operation to a new field. When moving to a new field, the contractor is responsible for coordinating with the trucking contractor for the transportation of biosolids to the new location. The contractor is responsible for ensuring the all county ordinances are followed during the course of operations at each field. This includes the posting of signs, flagging of buffer areas where biosolids are not to be applied, setting up a mobile weather station, a portable toilet and a washdown station for trucks. The contractor is responsible for the spreading and discing (incorporation) of the biosolids on each field. Co-ordination with the ranchers, farmers, and county is the responsibility of the contractor.

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

The City's wastewater treatment plants separate solids out from influent and send them to anaerobic digesters where they are biologically treated. The resulting material is called biosolids, a nutrient rich material which is used as a fertilizer. On average the city produces 175 wet tons of biosolids a day. This material is a resource but there must be a system in place for its reuse. There is only storage for approximately 24 hours worth of biosolids production at the City's wastewater treatment plants.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service has always been provided through a contract. The previous contract number was 68412 with PSC number 44486-1819.

D. Will the contract(s) be renewed?

Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

This service requires permits that can take multiple years to secure, agreements with farmers and ranchers, heavy equipment and facilities in Solano County to store this equipment. The Wastewater Enterprise does not have these resources necessary for the execution of the services this contract provides.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This contract requires an agronomist with experience in biosolids application, biosolids permitting and biosolids regulations. Agronomic rates must be calculated for each field. Operations must abide by all regulatory requirements. This contract also requires heavy equipment associated with the application of biosolids including front loaders, tractors, biosolids spreaders, and discs.

B. Which, if any, civil service class(es) normally perform(s) this work? none

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor provides permitted land for biosolids reuse, and heavy equipment associated with the application of biosolids including front loaders, tractors, biosolids spreaders, and discs.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Wastewater Enterprise has not made an effort to obtain these services through available resources within the city.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

The city does not hold any permits for the application of biosolids for agricultural use. These permits are held by the contractor through an agreement with the farms and ranches where biosolids are applied. The city also does not own the equipment necessary for the application and incorporation of biosolids, nor does the city have a facility to store this equipment in Solano County where the work for this contract occurs. There is also no civil service classification for agronomist.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Agronomist could be adopted as a new civil service class. However the city would still not have the requisite permitting nor have the equipment or agreements with farms and ranches necessary to achieve this scope of work.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

No. The contractor will not train City employees as there are currently no plans for City employees to perform this work.

- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 01/24/2020, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfwater.org

Address: 525 Golden Gate Avenue 8th Floor San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45085-19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

Receipt of Union Notification(s)

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org
Sent: Friday, January 24, 2020 10:16 AM
To: Irwin, William; Meyers, Julie (HSA); seichenberger@local39.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; mathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.Lopez@sfgov.org; Basconcillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; Leah.Berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; ritchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45085 - 19/20

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

RECEIPT for Union Notification for PSC 45085 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45085 - 19/20 for \$5,700,000 for Initial Request services for the period 04/15/2020 -- 04/14/2025. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/14506> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back to START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

Type of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Biosolids Beneficial Use – Land Application

Funding Source: WWE Biosolids Mgt. Operating Budget

PSC Amount: \$2,100,000

PSC Est. Start Date: 04/01/2019

PSC Est. End Date 03/31/2023

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The contractor works with ranchers and farmers to use biosolids as a fertilizer. The contractor secures all necessary permitting required for the use of biosolids as a fertilizer. Annual fees for permitting are paid by the contractor. The contractor manages the agronomic application of biosolids so that nitrogen added to fields does not exceed crop uptake needs. When sufficient biosolids have been added to a field to meet its nitrogen needs, the contractor moves the application operation to a new field. When moving to a new field, the contractor is responsible for coordinating with the trucking contractor for the transportation of biosolids to the new location. The contractor is responsible for ensuring the all county ordinances are followed during the course of operations at each field. This includes the posting of signs, flagging of buffer areas where biosolids are not to be applied, setting up a mobile weather station, a portable toilet and a washdown station for trucks. The contractor is responsible for the spreading and discing (incorporation) of the biosolids on each field. Co-ordination with the ranchers, farmers, and county is the responsibility of the contractor.

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

The City's wastewater treatment plants separate solids out from influent and sends them to anaerobic digesters where they are biologically treated. This service is necessary because the resulting material called biosolids, a nutrient rich material is used as a fertilizer. On average the city produces 175 wet tons of biosolids a day. There is only storage for approximately 24 hours' worth of biosolids production at the City's wastewater treatment plants. If this contract is denied, this biosolids material, which is a resource won't be able to be used, unless there is a system in place for its reuse.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service has always been provided through a contract with the Office of Contract Administration.

D. Will the contract(s) be renewed?

Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

This service requires permits that can take multiple years to secure, agreements with farmers and ranchers, heavy equipment and facilities in Solano County to store this equipment. The Wastewater Enterprise does not have these resources necessary for the execution of the services this contract provides.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This contract requires an agronomist with experience in biosolids application, biosolids permitting and biosolids regulations. Agronomic rates must be calculated for each field. Operations must abide by all regulatory requirements. This contract also requires heavy equipment associated with the application of biosolids including front loaders, tractors, biosolids spreaders, and discs.

B. Which, if any, civil service class(es) normally perform(s) this work? none

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor provides permitted land for biosolids reuse, and heavy equipment associated with the application of biosolids including front loaders, tractors, biosolids spreaders, and discs.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Wastewater Enterprise has not made an effort to obtain these services through available resources within the city.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

The city does not hold any permits for the application of biosolids for agricultural use. These permits are held by the contractor through an agreement with the farms and ranches where biosolids are applied. The city also does not own the equipment necessary for the application and incorporation of biosolids, nor does the city have a facility to store this equipment in Solano County where the work for this contract occurs. There is also no civil service classification for agronomist.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Agronomist could be adopted as a new civil service class. However the city would still not have the requisite permitting nor have the equipment or agreements with farms and ranches necessary to achieve this scope of work.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The contractor will not train City employees as there are currently no plans for City employees to perform this work.

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

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 01/17/2019, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44486 - 18/19

DHR Analysis/Recommendation:

Commission Approval Required

03/04/2019 DHR Approved for 03/04/2019

action date: 03/04/2019

Approved by Civil Service Commission

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT

Dept. Code: ECD

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4095 12/13)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Alert Notification

Funding Source: Homeland Security Grant Funds

PSC Original Approved Amount: \$1,092,648

PSC Original Approved Duration: 04/01/13 - 03/31/18 (5 years)

PSC Mod#1 Amount: \$546,324

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 04/01/18-06/30/20 (2 years 13 weeks)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 07/01/20-06/30/22 (2 years)

PSC Cumulative Amount Proposed: \$1,638,972

PSC Cumulative Duration Proposed: 9 years 13 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours.

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

During an emergency, officials need to be able to provide the public with information quickly. The CORES platform supports communication delivery to, phone, email, text message, pagers, facsimile, radio and CAP XML compliant devices. A denial of this request would severely limit our department's ability to provide notification to the public during an emergency that may be potentially life saving.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes

D. Will the contract(s) be renewed?

Yes

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

To match the contract term and performance period.

2. Reason(s) for the Request

A. Display all that apply

☒ Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

Explain the qualifying circumstances:

The Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit, which has already been reached. No additional grant funds can be used forward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.

B. Reason for the request for modification:

To extend the PSC end date to cover options years available under the Alert Notification & Warning contract.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Provide technical training on the use of the CORES system. Provide technical support for CORES Responder Management System (RMS) and Alert Notification System (ANS).

B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1044, IS Engineer-Principal;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor provides the hosting equipment and maintenance of Internet communications interfaces required for the use of the product.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

The Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit, which has already been reached. No additional grant funds can be used forward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Existing civil service classes exist, and would be used if not for the condition of the funding source limiting the use of personnel dollars.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Training will be on the use of the CORES Alert Notification System. Employees of various classifications city-wide will have access to send alert notices through the CORES platform will have access to the training.

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

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 01/22/20, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street, San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4095 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

Receipt of Union Notification(s)

Wang, Emily (DEM)

From: dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org
Sent: Wednesday, January 22, 2020 4:12 PM
To: Lee, William (DEM); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Wang, Emily (DEM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4095 12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 2020 -- June 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<https://gcc01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F4693&data=02%7C01%7Cemily.wang%40sfgov.org%7C15d632dc844c43790cc908d79f9a16d6%7C22d5c2cfce3e443d9a7dfcc0231f73f%7C0%7C1%7C637153356464935309&sdata=AFqFvPma%2BvswJX9SxSm5cXnQt9Ila0s4%2FBG4iX0dH3Y%3D&reserved=0>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT

Dept. Code: ECD

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4095 12/13)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Alert Notification

Funding Source: Homeland Security Grant Funds

PSC Original Approved Amount: \$1,092,648

PSC Original Approved Duration: 04/01/13 - 03/31/18 (5 years)

PSC Mod#1 Amount: \$546,324

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 04/01/18-06/30/20 (2 years 13 weeks)

PSC Cumulative Amount Proposed: \$1,638,972

PSC Cumulative Duration Proposed: 7 years 13 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours.

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

During an emergency, officials need to be able to provide the public with information quickly. The CORES platform supports communication delivery to, phone, email, text message, pagers, facsimile, radio and CAP XML compliant devices. A denial of this request would severely limit our department's ability to provide notification to the public during an emergency that may be potentially life saving.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 4095 12/13

D. Will the contract(s) be renewed?

Yes

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

A. Display all that apply

- ☒ Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

Explain the qualifying circumstances:

The Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit, which has already been reached. No additional grant funds can be used forward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.

B. Reason for the request for modification:

Extend the PSC end date to cover option years available under the new Alert Notification & Warning contract

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Provide technical training on the use of the CORES system. Provide technical support for CORES Responder Management System (RMS) and Alert Notification System (ANS).
- B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1044, IS Engineer-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor provides the hosting equipment and maintenance of Internet communications interfaces required for the use of the product.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
The Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit, which has already been reached. No additional grant funds can be used forward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Existing civil service classes exist, and would be used if not for the condition of the funding source limiting the use of personnel dollars.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Training will be on the use of the CORES Alert Notification System. Employees of various classifications city-wide will have access to send alert notices through the CORES platform will have access to the training.

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

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 01/05/16, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Architect & Engineers, Local 21;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street, San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4095 12/13
DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 01/21/2016

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2/11/2013DEPARTMENT NAME: Department of Emergency ManagementDEPARTMENT NUMBER: 77TYPE OF APPROVAL: ☒ EXPEDITED☒ REGULAR (OMIT POSTING)☐ CONTINUING☐ ANNUAL

TYPE OF REQUEST:

☒ INITIAL REQUEST☐ MODIFICATION (PSC# _____)TYPE OF SERVICE: Alert NotificationFUNDING SOURCE: Urban Areas Security InitiativePSC AMOUNT: \$1,092,648PSC DURATION: 4/1/2013 - 3/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours.

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

During an emergency, officials need to be able to provide the public with information quickly. The CORES platform supports communication delivery to phone, email, text message, pagers, facsimile, radio, and GAP XML compliant devices. A denial of this request would severely limit our department's ability to provide notification to the public during an emergency that may be potentially life-saving.

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 contract is relatively new. The original contract only included the software license and installation. This contract request is for renewal of the license and for training and support hours.

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 21
Union Name

Patrick Leung
Signature of person mailing/faxing form

12/27/12

Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to _____
Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4095-12/13

STAFF ANALYSIS/RECOMMENDATION:

Approved 2/28/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Provide technical training on use of the CORES system. Provide technical support for CORES RMS and ANS.

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

1033 JS Trainer-Senior

1043 JS Engineer-Senior

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain.
Yes. Contractor provides the housing equipment and the maintenance of Internet communications interfaces required for the use of the product.4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit, which has already been reached. No additional grant funds can be used toward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No5. 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.

Training will be on the use of the CORES Alert Notification System. Employees of various classifications city-wide that have access to send alert notices through the CORES platform will have access to the training.

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? Work will be done by contractor, but current contract is not a PSC contract.

☐ ☒

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

Signature of Departmental Personal Services Contract Coordinator

WILL LAR

558-3866

Print or Type Name

Telephone Number

1011 TURK ST.

SF, CA 94102

Address

March 18, 2013 Regular Meeting

MINUTES

Regular Meeting March 18, 2013

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

CALL TO ORDER

2:02 P.M.

ROLL CALL

| | |
|----------------------------------|---------|
| President Kate Favetti | Present |
| Vice President Scott R. Heldfond | Present |
| Commissioner Mary Y. Jung | Present |
| Commissioner E. Dennis Normandy | Present |

President Kate Favetti presided.

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

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of March 4, 2013

Action: Adopted. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

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

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report.

**0021-13-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)**

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|------------|-------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|
| 4081-12/13 | Treasurer/Tax Collector | \$350,000 | Customization of the proprietary software program Columbia Ultimate Business Solutions (CUBS) will be required due to legislative changes, including the Gross Receipts Tax and Business Registration Fee Ordinance (Proposition E passed November 6, 2012) and the Moscone Expansion District fee. | Regular | 02/28/15 |
| 4082-12/13 | Treasurer/Tax Collector | \$1,000,000 | The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implemented through 2018. The Treasurer & Tax Collector has previously procured a proprietary software solution for Cashiering under PSC# 4035-09/10, 9/21/2009. The software must be configured to meet the requirements of the Ordinance. | Regular | 06/30/15 |
| 4083-12/13 | Treasurer/Tax Collector | \$3,000,000 | The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance. | Regular | 06/30/18 |
| 4084-12/13 | Treasurer/Tax Collector | \$6,000,000 | The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance. | Regular | 06/30/18 |
| 4085-12/13 | Adult Probation | \$335,000 | A fully automated, web-based telephone reporting system based on interactive voice response (IVR) technology. The system will have the capacity of automating the reception and dissemination of information by APD officers and their clients. It will allow APD and its partners to modify clients' information and generate reports regarding clients' enrollment and compliance on programs required by the conditions of their supervision. The system will be accessible to APD clients, APD staff and its partners 365 days a year, 24 hours a day. Officers will have the ability to pre-record individual and group messages for clients | Regular | 06/30/16 |

| | | | | | |
|------------|-----------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------|
| 4086-12/13 | Airport Commission | \$4,500,000 | Staff is proposing to implement an Asset Management program to create a new way of managing the Airport's facilities, which provides the Airport with the ability to cost-effectively manage its assets across their life cycles. The Airport seeks to hire a consultant that has expertise in asset management, facility condition assessments, and asset-related system integrations for medium or large hub U.S. airports, similar non-U.S. airports, and/or multi-functional facilities found on campuses of comparable size that are varied in building type, renewal life cycles, and occupancy. | Regular | 09/08/18 |
| 4087-12/13 | Airport Commission | \$35,000,000 | The Airport plans to upgrade its industrial waste treatment plant (IWTP). A design-build team, with knowledge and experience in industrial waste water treatment processing, sanitary sewer and recycled water systems, will design and bid the trade packages for direct construction work when design is complete. The IWTP project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWTP process and shop buildings, refurbishment of the existing trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, and upgrading of the existing Wonderware software program for process control. | Regular | 12/31/18 |
| 4088-12/13 | Airport Commission | \$1,000,000 | Provide programming and the overview schematic design of the entire recycled water system at SFO, including, but not limited to: system overview, source identification, construction needed and point of use treatment evaluation for the San Francisco International Airport campus from the terminals to the production of the recycled water. | Regular | 12/31/16 |
| 4089-12/13 | Fire Department | \$1,200,000 | Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing, at least once, possibly twice for each uniformed member over the life of the contract. | Regular | 06/30/15 |
| 4090-12/13 | Mayor | \$150,000 | Perform up to 24 detailed cost estimates in general conformance with CSI format at various stages of preconstruction for up to 8 multifamily affordable housing construction projects with an aggregate hard cost value of at least \$100,000,000. Scope also includes associated meetings, reports, bid analyses, and some limited change order analyses. | Regular | 06/30/16 |
| 4091-12/13 | Public Utilities Commission | \$400,000 | Design of a "One Water, One City" demonstration garden and outdoor classroom which will educate students in grades K-5 about ways to take care of their environment and showcase innovative green infrastructure strategies on an accessible and site-appropriate micro-scale. In addition to the design, the proposed work will also include a community outreach plan, an educational management plan (lesson plans, educational framework, etc.) and on-site garden maintenance and upkeep. | Regular | 05/31/15 |

| | | | | | |
|------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------|
| 4092-12/13 | Public Utilities Commission | \$600,000 | The proposed work includes preparation of geotechnical exploration program and report providing criteria for design of new cisterns to increase capacity of Auxiliary Water Supply System (AWSS) for firefighting. Cisterns will be located throughout the City. | Regular | 04/30/16 |
| 4093-12/13 | Municipal Transportation Agency | \$32,000,000 | The contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and apparatus required to rehabilitate sixteen (16) Ex-SEPTA PCC historic streetcars. To provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 20-year minimum car service. Shall prepare all acquired detailed drawings, design calculations, stress analysis, and other technical documentation. | Regular | 06/01/19 |
| 4094-12/13 | Department of Technology | \$3,000,000 | Installation of surveillance camera and related security equipment for signaling and monitoring. | Regular | 06/30/16 |
| 4095-12/13 | Emergency Management | \$1,092,648 | The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours. | Regular | 03/31/18 |
| 4096-12/13 | Emergency Management | \$650,000 | WebEOC is a web-based crisis information management system currently used by San Francisco and San Mateo. WebEOC enables users from multiple locations and jurisdictions to collaborate and manage multiple incidents and events, provide situation reports, manage resources, and prepare Incident Command System (ICS) and Incident Action Plan (IAP) reports. The renewal contract includes license and support for both San Francisco and San Mateo Counties. | Regular | 01/31/18 |
| 4034-11/12 | Police | Current Approved Amount \$3,000,000 Increase Amount Requested \$5,000,000 New Total Amount Requested \$8,000,000 | The proposed work is to enhance the SFPD Crime Data Warehouse to allow the implementation of full mobile computing capabilities which will allow full update access to the application by all secured mobile devices. In addition, the SFPD Crime Data Warehouse will be expanded and enhanced to allow for Property Evidence Tracking, managing of the Crime Lab workflow and to facilitate, and make accessible, local Criminal History data. All of these systems and future systems in the SFPD Crime Data Warehouse will be tied together by a full implementation of the Oracle Web Portal product that will for the first time allow SFPD Officers and other Law Enforcement agency personnel to access the full gamut of needed information from a single source. | Modification | 12/31/17 |

Speakers:

Andy Zanooff, Fire Department spoke on PSC #4089-12/13.

Pauson Yun and Yolanda Manzone, Public Utilities Commission spoke on PSC #4091-12/13.

Rod Castillo, Police Department spoke on PSC #4034-11/12.

Action:

- 1) Approved PSC # 4089-12/13 on the condition that the PSC summary form reflects the correct duration date. (Vote of 4 to 0)
- 2) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0086-13-2

Request to Grant Permanent Civil Service Status to Coco Rajerison, Temporary Provisional 2303 Patient Care Assistant at the Department of Public Health, upon Completion of the Applicable Probationary Period (Item No. 8)

Speakers:

Elaine Lee, Department of Public Health
Gus Feldman, SEIU Local 1021

Action:

Adopted the report. Approved the request to correct Mr. Rajerison's appointment history to reflect a TCS appointment for his reassignment effective April 16, 2011, and to include Mr. Rajerison in the Civil Service Commission action of April 2, 2012 to grant status to TCS employees in class 2303 Patient Care Assistant, upon successful completion of the forty (40) work hour probationary period.
(Vote of 4 to 0)

0051-13-4

0052-13-4

0053-13-4

0054-13-4

0057-13-4

Appeals by Attica D. Bowden (Item No. 9), John Darmanin (Item No. 10), Daniel E. De Cossio (Item No. 11), Theresa A. Fogarty (Item No. 12), Kathleen T. Harold (Item No. 13), Laura R. Kelly (Item No. 14), Sofia M. Mathews (Item No. 15), Tyrone Pruitt (Item No. 16), Mary M. Tse (Item No. 17) and Michie L. Wong (Item No. 18), of their Rejection of their Applications for H-32 Captain.

0064-13-4

0065-13-4

0066-13-4

0069-13-4

0083-13-4

Speakers:

Dave Johnson, Department of Human Resources
Tom Harvey, San Francisco Fire Department
Jesusa Bushong, San Francisco Fire Department
John Darmanin, Appellant
Tyrone Pruitt, Appellant
Brian Ballard
Alec Balmy
Ken Cofflin
Richard Stacks

Action:

- 1) Denied the appeals of Theresa A. Fogarty (Item No. 12) and Laura R. Kelly (Item No. 14). Sustained the decision of the Human

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ENVIRONMENT

Dept. Code: ENV

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47199 - 14/15)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Green Building Consulting

Funding Source: Department Funds-various depts

PSC Original Approved Amount: \$5,000,000

PSC Original Approved Duration: 04/01/15 - 05/31/20 (5 years 8 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 06/01/20-05/31/23 (3 years)

PSC Cumulative Amount Proposed: \$5,000,000

PSC Cumulative Duration Proposed: 8 years 8 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Conduct technical assistance and consulting for City Departments engaged in developing building codes, financing programs, and the design, construction and operation of new buildings, major renovations, tenant improvements and existing buildings where subcontractors for specific areas of expertise are required: research, economic, technical and environmental analyses, energy modeling, green building, LEED (Leadership in Energy and Environmental Design) and GreenPoint Rated consulting, post-occupancy evaluation, policy and program design and implementation support.

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

SF Environmental Code Chapter 7 requires all municipal construction projects over 5,000 sq.ft. to achieve LEED Gold Certification from the US Green Building Council. SF Green Building Code requires similar environmental standards to be met for construction city-wide. Not all City construction contracts include qualified consultants to perform energy modeling, building commissioning, post-occupancy evaluations, etc., and coordinate the multi-disciplinary effort required to achieve LEED certification. Without this City-wide contract, each department would have to be able to predict precisely which technical service would be needed and contract for the services separately. (See attachment for the full response.)

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
PSC 4130-06/07

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The services will be continuing, as the type of service is required for both municipal and city-wide construction by the SF Environment Code. As long as the code requirements are in place, each

City department with a construction project over 5,000 sq.ft. will need these services. Having a city-wide contract removes the need for each City department to predict precisely which technical service will be needed and contract for the services separately. The services will be intermittent, depending on the needs of City departments.

2. Reason(s) for the Request

A. Display all that apply

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

The services are available for all City departments with construction projects of 5,000 sq.ft. or more. Such projects are with different departments at different times. The services include technical and environmental analyses, energy modeling and LEED and Green Point Rating consulting and are provided by architects, engineers and LEED and Green Point Rated practitioners.

B. Reason for the request for modification:

Extend term to allow for completion of current projects

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Applicants shall be licensed engineering or architectural firms. Applicants shall provide architects, engineers, analysts, experienced LEED and GreenPoint Rated practitioners, LEED Accredited Professionals and Certified Green Building Professionals designated for appropriate tasks within the described scope of work. Applicants shall have experience and expertise in multi-disciplinary project coordination and communication, and LEED and GreenPoint Rated documentation and certification. (See attachment for the full response.)

B. Which, if any, civil service class(es) normally perform(s) this work? 5640, Environmental Spec; 5642, Sr. Environmental Spec;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

This work requires a multiple-member team, with a unique combination of experience, skills and expertise, to work at numerous locations simultaneously at all types of hours and days to meet the demands of program implementation.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical to adopt a new civil service class since the work needs to be accomplished at an intensive and

varying level, at multiple locations simultaneously, for multiple City Departments, up to hundreds of hours a month, for a limited period of time.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Mod will allow completion of current projects & add. service

- 7. Union Notification:** On 01/09/20, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Architect & Engineers, Local 21;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Rachel Buerkle Phone: 415-355-3704 Email: Rachel.Buerkle@sfgov.org

Address: 1455 Market St., #1200, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47199 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

Receipt of Union Notification(s)

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of Rachel.Buerkle@sfgov.org

Sent: Thursday, January 09, 2020 10:14 AM

To: Buerkle, Rachel (ENV) <rachel.buerkle@sfgov.org>; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: **Receipt of Modification Request to PSC # 47199 - 14/15 - MODIFICATIONS**

PSC RECEIPT of Modification notification sent to Unions and DHR

The ENVIRONMENT -- ENV has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period June 1, 2020 -- May 31, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhr Drupal/node/14440>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ENVIRONMENT -- ENV

Dept. Code: ENV

Type of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Green Building Consulting

Funding Source: Department Funds-various depts

PSC Duration: 5 years 8 weeks

PSC Amount: \$5,000,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Conduct technical assistance and consulting for City Departments engaged in developing building codes, financing programs, and the design, construction and operation of new buildings, major renovations, tenant improvements and existing buildings where subcontractors for specific areas of expertise are required: research, economic, technical and environmental analyses, energy modeling, green building, LEED (Leadership in Energy and Environmental Design) and GreenPoint Rated consulting, post-occupancy evaluation, policy and program design and implementation support.

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

SF Environmental Code Chapter 7 requires all municipal construction projects over 5,000 sq.ft. to achieve LEED Gold Certification from the US Green Building Council. SF Green Building Code requires similar environmental standards to be met for construction city-wide. Not all City construction contracts include qualified consultants to perform energy modeling, building commissioning, post-occupancy evaluations, etc., and coordinate the multi-disciplinary effort required to achieve LEED certification. Without this City-wide contract, each department would have to be able to predict precisely which technical service would be needed and contract for the services separately. (See attachment for the full response.)

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

These services have been provided from 2007 to the present through a similar contract under PSC approval #4009-07/08.

D. Will the contract(s) be renewed?

Unknown.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The services will be continuing, as the type of service is required for both municipal and city-wide construction by the SF Environment Code and SF Green Building code. As long as the code requirements are in place, each City department with a construction project over 5,000 sq.ft. will need these services. (See addendum #1 for complete response.)

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

The services are available for all City departments with construction projects of 5,000 sq.ft. or more. Such projects are with different departments at different times. The services include technical and environmental analyses, energy modeling and LEED and Green Point Rating consulting and are provided by architects, engineers and LEED and Green Point Rated practitioners.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Applicants shall be licensed engineering or architectural firms. Applicants shall provide architects, engineers, analysts, experienced LEED and GreenPoint Rated practitioners, LEED Accredited Professionals and Certified Green Building Professionals designated for appropriate tasks within the described scope of work. Applicants shall have experience and expertise in multi-disciplinary project coordination and communication, and LEED and GreenPoint Rated documentation and certification. (See attachment for the full response.)
- B. Which, if any, civil service class(es) normally perform(s) this work? 5640, Environmental Spec; 5642, Sr. Environmental Spec;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The Department has worked with Public Works and other City departments on many projects to promote self performing these services. In some cases, LEED administration can be performed in-house, but management decisions often dictate the use of a consultant. Energy modeling by in-house mechanical engineers has been attempted on some projects with limited success, (See attachment for the full response.)

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
This work requires a multiple-member team, with a unique combination of experience, skills and expertise, to work at numerous locations simultaneously at all types of hours and days to meet the demands of program implementation.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class since the work needs to be accomplished at an intensive and varying level, at multiple locations simultaneously, for multiple City Departments, up to hundreds of hours a month, for a limited period of time.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No.
- C. Are there legal mandates requiring the use of contractual services?
No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 10/01/2014, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Professional & Tech Engrs, Local 21

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Rachel Buerkle Phone: 415-355-3704 Email: Rachel.Buerkle@sfgov.org

Address: 1455 Market St., #1200 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47199 - 14/15

DHR Analysis/Recommendation:

action date: 12/01/2014

Commission Approval Required

Approved by Civil Service Commission

12/01/2014 DHR Approved for 12/01/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR

Dept. Code: MYR

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 40634 - 15/16)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Financial Advising Services

Funding Source: General Fund, Grants, Bonds

PSC Original Approved Amount: \$1,500,000

PSC Original Approved Duration: 06/01/15 - 05/25/20 (4 years 51 weeks)

PSC Mod#1 Amount: \$750,000

PSC Mod#1 Duration: 05/25/20-11/25/22 (2 years 26 weeks)

PSC Cumulative Amount Proposed: \$2,250,000

PSC Cumulative Duration Proposed: 7 years 25 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The Mayor's Office of Housing and Community Development (MOHCD) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will; provide advisory services to competitive sales, negotiated sales, private placements, and management of housing assets and/or bond types (tax bond, revenue bonds, etc.), provide financial advisory services to structuring the City's affordable housing programs; and provide advisory services for structuring of particularly complex development proposals.

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

These services are necessary in order to structure complex financial transactions and prepare the City to issue debt to finance acquisition, construction and/or rehabilitation of housing sites. Without proper guidance from an experienced consultant, the City would not be able to complete this task.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 40634 - 15/16

D. Will the contract(s) be renewed?

Not yet determined

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

None

2. Reason(s) for the Request

A. Display all that apply

- ☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- ☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

These services are very specialized and transactional as such it will not be practical to build internal capacity. The tasks are intermittent and subject to funding fluctuations, because of the intermittent nature of the tasks and the likelihood that there will be time periods when services from financial advisor are not needed.

B. Reason for the request for modification:

Requesting modification to extend the existing end date and increase the PSC amount.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: A qualified consultant must have, complex housing financing and/or management experience including the ability to evaluate the economic feasibility of proposed debt issuances, refunding, or restructuring; experience with housing assistance programs including the ability to assist the City in utilizing available City programs; development of new programs and to provide analytical services to particular financings; and the ability to structure complex multiple funding transactions.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
The tasks are intermittent and subject to funding fluctuations. Additionally, some of the financial advisors would be a project expense and as such would be paid through the budgets of individual projects.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, because of the intermittent nature of the task and the likelihood that there will be time periods when services from financial advisor are not needed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No, the tasks are transactional and does not need further work after services are provided.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 01/27/20, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Karen Henderson Phone: 701-5557 Email: karen.henderson@sfgov.org

Address: 1 South Van Ness Avenue, 5th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40634 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

Receipt of Union Notification(s)

Henderson, Karen (MYR)

From: dhr-psccordinator@sfgov.org on behalf of karen.henderson@sfgov.org
Sent: Monday, January 27, 2020 3:35 PM
To: Henderson, Karen (MYR); Meyers, Julie (HSA); seichenberger@local39.org; camaguey@sfgov.org (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmtchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfgov.org; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfgov.org; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 40634 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MAYOR -- MYR has submitted a modification request for a Personal Services Contract (PSC) for \$750,000 for services for the period May 25, 2020 -- November 25, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrDrupal/node/14161>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present.

Either you selected none or there is no email entered in the system by that particular union

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR -- MYR

Dept. Code: MYR

Type of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Financial Advising Services

Funding Source: General Fund, Grants, Bonds

PSC Amount: \$1,500,000

PSC Est. Start Date: 06/01/2015 PSC Est. End Date 05/25/2020

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The Mayor's Office of Housing and Community Development (MOHCD) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will; provide advisory services to competitive sales, negotiated sales, private placements, and management of housing assets and/or bond types (tax bond, revenue bonds, etc.), provide financial advisory services to structuring the City's affordable housing programs; and provide advisory services for structuring of particularly complex development proposals.

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

These services are necessary in order to structure complex financial transactions and prepare the City to issue debt to finance acquisition, construction and/or rehabilitation of housing sites. Without proper guidance from an experienced consultant, the City would not be able to complete this task.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Approved PSC - 4087/10/11

D. Will the contract(s) be renewed?

Not yet determined

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

These services are very specialized and transactional as such it will not be practical to build internal capacity. The tasks are intermittent and subject to funding fluctuations, because of the intermittent nature of the tasks and the likelihood that there will be time periods when services from financial advisor are not needed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: A qualified consultant must have, complex housing financing and/or management experience including the ability to evaluate the economic feasibility of proposed debt issuances, refunding, or restructuring; experience with housing assistance programs including the ability to assist the City in utilizing available City programs; development of new programs and to provide analytical services to particular financings; and the ability to structure complex multiple funding transactions.

B. Which, if any, civil service class(es) normally perform(s) this work? none

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The department reached out to the Controller's Office to see if they could provide services, however, the Controller's Office also uses professional services firms for their financial advising needs.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

The tasks are intermittent and subject to funding fluctuations. Additionally, some of the financial advisors would be a project expense and as such would be paid through the budgets of individual projects.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because of the intermittent nature of the task and the likelihood that there will be time periods when services from financial advisor are not needed.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No, the tasks are transactional and does not need further work after services are provided.

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

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 07/07/2015, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Karen Henderson Phone: 701-5557 Email: karen.henderson@sfgov.org

Address: 1 South Van Ness Avenue, 5th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40634 - 15/16

DHR Analysis/Recommendation:

action date: 10/05/2015

Commission Approval Required

Approved by Civil Service Commission

10/05/2015 DHR Approved for 10/05/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47850 - 17/18)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Phlebotomy Services for Law Enforcement Agencies

Funding Source: General Fund

PSC Original Approved Amount: \$1,000,000

PSC Original Approved Duration: 07/01/18 - 06/30/22 (4 years)

PSC Mod#1 Amount: \$75,000

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$1,075,000

PSC Cumulative Duration Proposed: 4 years

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The contractor will provide on-call phlebotomy service 24 hours a day/7 days a week/365 days a year to law enforcement agencies in the City and County of San Francisco. Contractor staff will perform immediate blood draws (within 45 minutes of call) at various locations on suspects Driving Under the Influence (DUI) who refuse to voluntarily submit to a chemical test. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on DUI suspects are different from blood draws for health reasons.

Contractor staff will also participate in evidence handling training by the Office of the Chief Medical Examiner and scheduled court testimony by the District Attorney.

Scope Change

We are updating scope of work to include phlebotomy service for other criminal investigations. Current scope of work is only for DUI suspects.

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

This service is necessary to obtain evidence to successfully prosecute drunk drivers. California state laws and the laws of evidence mandate that blood draws are conducted according to specific standards and procedures. Denial of this request would prevent law enforcement agencies from obtaining necessary legal evidence and may jeopardize the prosecution of these cases.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 47850 - 17/18

D. Will the contract(s) be renewed?

Unknown at this time.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

A. Display all that apply

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

This service is as-needed.

B. Reason for the request for modification:

Increase contract authority by \$75,000 due to cost increases and update scope of work to include phlebotomy service for other criminal investigations. Current scope of work is only for DUI suspects. PSC duration is not being changed and amount of work increase is minimal.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Employees assigned to this contract must have valid phlebotomy certificate issued by the state of California Department of Health Services.

B. Which, if any, civil service class(es) normally perform(s) this work? 2303, Patient Care Assistant; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2830, Public Health Nurse;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

This service is as-needed.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. A new civil service classification is not necessary.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

Training is not needed.

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

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

Yes. Contract is being amended.

7. **Union Notification:** On 10/17/19, the Department notified the following employee organizations of this PSC/RFP request:

SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47850 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

Receipt of Union Notification(s)

Wong, Genie (POL)

From: dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
Sent: Thursday, October 17, 2019 1:38 PM
To: Wong, Genie (POL); kcartermartinez@cirseiu.org; sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.Lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 47850 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$75,000 for services for the period October 17, 2019 – June 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14114>

Email sent to the following addresses: jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgwater.org Ricardo.lopez@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org kcartermartinez@cirseiu.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POLDept. Code: POLType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Phlebotomy Services for Law Enforcement AgenciesFunding Source: General FundPSC Duration: 4 yearsPSC Amount: \$1,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide on-call phlebotomy service 24 hours a day/7 days a week/365 days a year to law enforcement agencies in the City and County of San Francisco. Contractor staff will perform immediate blood draws (within 45 minutes of call) at various locations on suspects Driving Under the Influence (DUI) who refuse to voluntarily submit to a chemical test. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on DUI suspects are different from blood draws for health reasons.

Contractor staff will also participate in evidence handling training by the Office of the Chief Medical Examiner and scheduled court testimony by the District Attorney.

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

This service is necessary to obtain evidence to successfully prosecute drunk drivers. California state laws and the laws of evidence mandate that blood draws are conducted according to specific standards and procedures. Denial of this request would prevent law enforcement agencies from obtaining necessary legal evidence and may jeopardize the prosecution of these cases.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service was previously approved by the Civil Service Commission through PSC 47916-14/15 and PSC 4138-07/08.

D. Will the contract(s) be renewed?

Unknown at this time.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

This service is as-needed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Employees assigned to this contract must have valid phlebotomy certificate issued by the state of California Department of Health Services.

B. Which, if any, civil service class(es) normally perform(s) this work? 2303, Patient Care Assistant; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2830, Public Health Nurse;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

In the past, Department of Public Health nurses performed the work, but are no longer interested in performing forced blood draws on DUI suspects who can be combative or uncooperative. In 2015, SFPD staff met with SEIU representatives, Terry Meadows and Joe Brenner and SEIU members, to discuss the possibility of DPH performing the work again, but DPH has not proposed a program to the SFPD.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

This service is as-needed.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. A new civil service classification is not necessary.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Training is not needed.

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

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 11/09/2017, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse)

☐ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47850 - 17/18

DHR Analysis/Recommendation:

action date: 02/05/2018

Commission Approval Required

Approved by Civil Service Commission

02/05/2018 DHR Approved for 02/05/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4111-12/13)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Electronic Bill Presentment and Payment(CS-310)

Funding Source: SFPUC Operating Budget

PSC Original Approved Amount: \$1,000,000

PSC Original Approved Duration: 10/01/13 - 10/01/18 (5 years 1 day)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 10/02/18-06/30/20 (1 year 39 weeks)

PSC Mod#2 Amount: \$900,000

PSC Mod#2 Duration: 07/01/20-08/31/24 (4 years 9 weeks)

PSC Cumulative Amount Proposed: \$1,900,000

PSC Cumulative Duration Proposed: 10 years 48 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The Scope of Work consists of four (4) categories of banking and payment services: (1) Enrollment Services to help San Francisco Public Utilities Commission (SFPUC) increase customer enrollment in Electronic Bill Presentment and Payment (EBPP); (2) EBPP Services to help SFPUC increase its customer use of EBPP through a bank or non-bank EBPP service; (3) EBPP Services to help SFPUC increase its customer use of EBPP through its own SFPUC centered/branded EBPP service; and (4) Other options to deliver EBPP such as ATMs, Kiosks, Mobile Device, In person cash, check and/or card payments, and others.

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

SFPUC currently offers various payment options to its customers including EBPP. Approximately 20% of SFPUC customers receive their water and sewer bills electronically and over 50% of SFPUC customers pay their water and sewer bills electronically or through other options such as direct debit, home banking, in person, etc. Further, SFPUC has plans to change its billing frequency from bi-monthly to monthly. For this reason, it is critical that increased EBPP service and expanded payment options are available to SFPUC customers.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Similar services have been provided in the past via PSC No. 3050-08/09 (CS-960I).

D. Will the contract(s) be renewed?

No.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The initial term of the current contract is for five years with the option to extend it for up to four years. SFPUC continues to increase its adoption rate of the various payment options and continues to receive excellent service from its contractor. For this reason, we respectfully request to extend the term for another four years.

2. Reason(s) for the Request

A. Display all that apply

- ☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- ☒ Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

Explain the qualifying circumstances:

Expertise in designing, developing/engineering, implementing, operating and servicing a complete, internet-based EBPP solution, and associated support services. In addition, the service requires expertise in payment processing and private data management. Federal and state regulations/laws require extremely careful management of private customer data (including bank account and credit/debit card information) and outsourcing this responsibility to a qualified, audited third party is considered a "best practice" by industry experts.

B. Reason for the request for modification:

To extend the term for another four (4) years and increase the current not-to-exceed amount. SFPUC continues to increase its adoption rate of the various payment options and continues to receive excellent service from its contractor. For this reason, we respectfully request to extend the term for another four years.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in designing, developing/engineering, implementing, operating and servicing a complete, internet-based EBPP solution, and associated support services. In addition, the service requires expertise in payment processing and private data management.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will host, manage and control its EBPP service at its own facility. Federal and state regulations/laws require extremely careful management of private customer data (including bank account and credit/debit card information) and outsourcing this responsibility to a qualified, audited third party is considered a "best practice" by industry experts.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.

Civil Service Classes are not applicable since presently no persons or CCSF agencies have designed, built and operated an EBPP service. EBPP product development, engineering, operation and customer support requires very unique skill sets with knowledge not available within CCSF.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. EBPP requires very specialized engineering, operation and support skills. Developing the skills internally would simply not be practical; cost-effective or in the best interest of SFPUC or CCSF.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

Training will not be provided.

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

No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

- 7. Union Notification:** On 01/28/20, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfwater.org

Address: 525 Golden Gate Avenue, 8th Floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4111-12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 03/02/2020

Receipt of Union Notification(s)

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org
Sent: Tuesday, January 28, 2020 4:06 PM
To: Irwin, William; Meyers, Julie (HSA); seichenberger@local39.org; Camaguey@sfnua.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.Lopez@sfgov.org; Basconcillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; mitchell@twusf.org; grojo@local39.org; jdurtiz@uapd.com; staff@sfnua.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfnua.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Jackson, Shamica; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4111-12/13 - MODIFICATIONS

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$900,000 for services for the period July 1, 2020 -- August 31, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/5710>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present. Either you selected none or there is no email entered in the system by that particular union

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4111-12/13)Type of Approval: ☐ Expedited ☐ Regular ☐ Omit PostingType of Service: Electronic Bill Presentment and Payment(CS-310)Funding Source: SFPUC Operating BudgetPSC Original Approved Amount: \$1,000,000PSC Original Approved Duration: 10/01/13 - 10/01/18 (5 years 1 day)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 10/02/18-06/30/20 (1 year 39 weeks)

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$1,000,000PSC Cumulative Duration Proposed: 6 years 39 weeks**1. Description of Work****A. Scope of Work:**

The Scope of Work consists of four (4) categories of banking and payment services: (1) Enrollment Services to help San Francisco Public Utilities Commission (SFPUC) increase customer enrollment in Electronic Bill Presentment and Payment (EBPP); (2) EBPP Services to help SFPUC increase its customer use of EBPP through a bank or non-bank EBPP service; (3) EBPP Services to help SFPUC increase its customer use of EBPP through its own SFPUC centered/branded EBPP service; and (4) Other options to deliver EBPP such as ATMs, Kiosks, Mobile Device, In person cash, check and/or card payments, and others.

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

SFPUC currently offers various payment options to its customers including EBPP. Approximately 20% of SFPUC customers receive their water and sewer bills electronically and over 50% of SFPUC customers pay their water and sewer bills electronically or through other options such as direct debit, home banking, in person, etc. Further, SFPUC has plans to change its billing frequency from bi-monthly to monthly. For this reason, it is critical that increased EBPP service and expanded payment options are available to SFPUC customers.

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.

Similar services have been provided in the past via PSC No. 3050-08/09 (CS-960I).

D. Will the contract(s) be renewed? Maybe for an optional two year extension.

2. Union Notification: On 08/06/15, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 4111-12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/19/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Expertise in designing, developing/engineering, implementing, operating and servicing a complete, internet-based EBPP solution, and associated support services. In addition, the service requires expertise in payment processing and private data management.

B. Which, if any, civil service class(es) normally perform(s) this work?
none,

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

Yes, contractor will host, manage and control its EBPP service at its own facility. Federal and state regulations/laws require extremely careful management of private customer data (including bank account and credit/debit card information) and outsourcing this responsibility to a qualified, audited third party is considered a "best practice" by industry experts.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil Service Classes are not applicable since presently no persons or CCSF agencies have designed, built and operated an EBPP service. EBPP product development, engineering, operation and customer support requires very unique skill sets with knowledge not available within CCSF.

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

No. EBPP requires very specialized engineering, operation and support skills. Developing the skills internally would simply not be practical, cost-effective or in the best interest of SFPUC or CCSF.

5. Additional Information (if "yes", attach explanation)**YES NO**

- | | | |
|--------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| 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 08/06/15 BY:

Name: Shamica JacksonPhone: 415-554-0727 Email: SJackson@sfgwater.orgAddress: 525 Golden Gate Avenue, 8th FloorSan Francisco, CA 94102



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

May 9, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4109-12/13 THROUGH 4114-12/13; 4017-11/12; 4152-10/11; AND 2011-08/09.

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

At its meeting of May 6, 2013 the Civil Service Commission had for its consideration the above matters. The Commission adopted the report, and notified the Office of the Controller and the Office of Contract Administration of the following actions:

- 1) Adopted the report; approved the request for PSC #4109-12/13 on the condition that the Airport Commission reports back to the Civil Service Commission in four (4) years from today's meeting date of May 6, 2013. Notified the Office of the Controller and the Office of Contract Administration.
- 2) Adopted the report; approved the request for PSC #4110-12/13 on the condition that the Public Utilities Commission report back to the Civil Service Commission in four (4) and eight (8) years from today's meeting date of May 6, 2013. Notified the Office of the Controller and the Office of Contract Administration. *CS-235 KOB DOMINGO*
- 3) Adopted the report; approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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.*

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

Sandra E. Johnston
JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Cynthia Avakian, Airport Commission
Parveen Boparai, Jeanne Buick, Department of Human Resources
Micki Callahan, Human Resources Director
Leorah Darig, Department of Human Resources
Jacquie Hale, Department of Public Health
Shamica Jackson, Public Utilities Commission
Joan Lubamersky, General Services Agency
Sean McFadden, Rec & Park
Commission File
Chron

POSTING FOR

05/06/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No. | Dept Name | Approval Type | Contract Amount | Description of Work |
|------------|----------|---------------------------------|---------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4109-12/13 | 27 | Airport Commission | Regular | \$2,450,000 | The Airport is seeking security consulting services to assist Airport Aviation Security staff aviation security industry 'best practices', methods, and procedures relating to a wide variety of systems, including, but not limited to; perimeter intrusion detection systems (PIDS), fence devices, gate access control systems, closed circuit television (CCTV), video analytics, and recognition (LPR) systems. The security consultant will also provide a level of knowledge that will ensure the proper selection of highly specialized technologies and their integration with presently used within the Airport's Security Operations Center (SOC), as well as produce specifications, drawings and documents for future requests for proposals (RFPs). |
| 4110-12/13 | 40 | Public Utilities Commission | Regular | \$80,000,000 | Provide planning and engineering support for the new digester and biosolids handling facility at Southeast Water Pollution Control Plant (SEP). The new facility will include wastewater related to solids thickening, anaerobic digestion, dewatering, gas handling, energy recovery operations, site improvements and odor control. SEP is SFPUC's largest wastewater facility, 250 million gallons per day (MGD) with an average dry weather capacity of 85 MGD. SEP 54,000 wet tons per year (or 13,000 dry tons) of biosolids for treatment and disposal/reuse. Plant is located in an urban residential/industrial neighborhood in the Bayview-Hunters Point. |
| 4111-12/13 | 40 | Public Utilities Commission | Regular | \$1,000,000 | The Scope of Work consists of four (4) categories of banking and payment services: (1) E to help SFPUC increase customer enrollment in EBPP; (2) EBPP Services to help SFPUC customer use of EBPP through a bank or non-bank EBPP service; (3) EBPP Services to help increase its customer use of EBPP through its own SFPUC centered/branded EBPP service options to deliver EBPP such as ATMs, Kiosks, Mobile Device, in person cash, check and others. |
| 4112-12/13 | 42 | Recreation & Park Commission | Regular | \$3,200,000 | Conduct thorough peer constructability review, cost estimating and scheduling for design specifications of 2012 CSNPB projects. Reviews will be conducted to confirm complete coordination of trades. Includes thorough review of the design and/or contract documents that could impact the actual construction process, including established Project Design Set compatibility, sub-grade information, existing utilities and interfaces with existing operations, access, egress, availability of proposed building materials, and labor sources. In addition, independent cost estimates and engage with architect to provide reconciliation estimates verified by RPD CM. |
| 4113-12/13 | 68 | Municipal Transportation Agency | Regular | \$8,200,000 | Contractor shall provide San Francisco Municipal Transportation Agency (SFMTA) with software and Automatic Vehicle Location System (AVLS) including software updates, non-upgrades that the contractor provides to other customers, equipment repair and maintenance surfaces necessary to maintain the operations of the AVLS in accordance with the operational specifications set out in the Maintenance Agreement. The contractor will provide training personnel in AVLS operation and maintenance so that SFMTA staff may perform the main AVLS equipment. |

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47498 - 14/15)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Project Pull Citywide Internship (PRO.0029)

Funding Source: Departmental Funds

PSC Original Approved Amount: \$2,500,000

PSC Original Approved Duration: 05/01/15 - 05/01/20 (5 years 2 days)

PSC Mod#1 Amount: \$800,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$1,000,000

PSC Mod#2 Duration: 05/02/20-04/30/21 (52 weeks)

PSC Cumulative Amount Proposed: \$4,300,000 PSC Cumulative Duration Proposed: 6 years 1 day

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Project Pull is a summer internship program established to provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields. Students selected from the program demonstrate an ability and interest in professional careers such as architecture, business, engineering and science. Consultant will manage the program and advance funds for all students interns' and team leaders' salaries and program enrichment activities.

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

This service is necessary to ensure that the program is administered efficiently with the essential goal of enriching the lives and providing opportunities to high school and college bound students. Denial of this service could result in the cancellation of the program which could affect the objective of this program which is to motivate students to strive for excellence, develop good working behaviors and complete their studies to enhance their future employment opportunities.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes. The prior contract for this service was approved by PSC 4057-08/09.

D. Will the contract(s) be renewed?

Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

A six-year term is required to cover program costs and intern salaries for the summer 2020 program. This will allow sufficient time for bid and award of SFPUC Contract PRO.0169 Project Pull Citywide Internship approved by PSC 45106-19/20 for the Summer 2021 Program.

2. Reason(s) for the Request

A. Display all that apply

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

This specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.

B. Reason for the request for modification:

To cover program costs and intern salaries for the Summer 2020 program.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge and expertise in the management of youth programs, mentoring for student, and managing funds such as payroll administration, program expenses and monthly invoices for minors hired for seasonal internship.

B. Which, if any, civil service class(es) normally perform(s) this work? none

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Civil services classes are not applicable because this specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. It would not be practical to adopt a new civil service class because the program is seasonal and the scope of work is limited.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

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

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

Japanese Community Youth Council

7. **Union Notification:** On 01/27/20, the Department notified the following employee organizations of this PSC/RFP request:

all unions were notified

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfwater.org

Address: 525 Goldent Gate Avenue, 8th Floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47498 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

Receipt of Union Notification(s)

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org
Sent: Monday, January 27, 2020 3:26 PM
To: Irwin, William; Meyers, Julie (HSA); seichenberger@local39.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.Lopez@sfgov.org; Basconcillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; Leah.Berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Kwon, Daniel; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 47498 - 14/15 - MODIFICATIONS

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$1,000,000 for services for the period May 2, 2020 -- April 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/13557>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present. Either you selected none or there is no email entered in the system by that particular union

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47498 - 14/15)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Project Pull Citywide Internship (PRO.0029)Funding Source: Departmental FundsPSC Original Approved Amount: \$2,500,000PSC Original Approved Duration: 05/01/15 - 05/01/20 (5 years 2 days)PSC Mod#1 Amount: \$800,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$3,300,000PSC Cumulative Duration Proposed: 5 years 2 days**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Project Pull is a summer internship program established to provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields. Students selected from the program demonstrate an ability and interest in professional careers such as architecture, business, engineering and science. Consultant will manage the program and advance funds for all students interns' and team leaders' salaries and program enrichment activities.

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

This service is necessary to ensure that the program is administered efficiently with the essential goal of enriching the lives and providing opportunities to high school and college bound students. Denial of this service could result in the cancellation of the program which could affect the objective of this program which is to motivate students to strive for excellence, develop good working behaviors and complete their studies to enhance their future employment opportunities.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service is currently being under PSC No. 47498 - 14/15.

D. Will the contract(s) be renewed?

Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**2. Reason(s) for the Request****A. Display all that apply**

- ☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

This specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.

B. Reason for the request for modification:

To align the PSC amount with the contract amount.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge and expertise in the management of youth programs, mentoring for student, and managing funds such as payroll administration, program expenses and monthly invoices for minors hired for seasonal internship.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Civil services classes are not applicable because this specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. It would not be practical to adopt a new civil service class because the program is seasonal and the scope of work is limited.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
- C. Are there legal mandates requiring the use of contractual services?
No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Japanese Community Youth Council

7. **Union Notification:** On 07/18/19, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@sflower.org

Address: 525 Goldent Gate Avenue, 8th Floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47498 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/16/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

Type of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Project Pull Citywide Internship (PRO.0029)

Funding Source: Departmental Funds

PSC Duration: 5 years 2 days

PSC Amount: \$2,500,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Project Pull is a summer internship program established to provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields. Students selected from the program demonstrate an ability and interest in professional careers such as architecture, business, engineering and science. Consultant will manage the program and advance funds for all students interns' and team leaders' salaries and program enrichment activities.

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

This service is necessary to ensure that the program is administered efficiently with the essential goal of enriching the lives and providing opportunities to high school and college bound students. Denial of this service could result in the cancellation of the program which could affect the objective of this program which is to motivate students to strive for excellence, develop good working behaviors and complete their studies to enhance their future employment opportunities.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service was provided in the past by the Department of Public Works.

D. Will the contract(s) be renewed?

Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

This specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge and expertise in the management of youth programs, mentoring for student, and managing funds such as payroll administration, program expenses and monthly invoices for minors hired for seasonal internship.

B. Which, if any, civil service class(es) normally perform(s) this work? none

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

None. This specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Civil services classes are not applicable because this specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. It would not be practical to adopt a new civil service class because the program is seasonal and the scope of work is limited.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

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

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 03/11/2015, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Shamica Jackson Phone: 415-554-0727 Email: Slackson@sfgwater.org

Address: 525 Goldent Gate Avenue, 8th Floor San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47498 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

04/20/2015 DHR Approved for 04/20/2015

action date: 04/20/2015

Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGYDept. Code: TISType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4070 09/10)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As needed telecommunications, system, voice and data design, business analysis, programming,Funding Source: Public Bond, Grant, Lease, GeneralPSC Original Approved Amount: \$15,000,000PSC Original Approved Duration: 01/01/10 - 12/31/13 (4 years)PSC Mod#1 Amount: \$26,000,000PSC Mod#1 Duration: 01/01/14-12/21/15 (1 year 50 weeks)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 12/22/15-06/30/20 (4 years 27 weeks)PSC Mod#3 Amount: no amount addedPSC Mod#3 Duration: 07/01/20-06/30/22 (2 years)PSC Mod#4 Amount: no amount addedPSC Mod#4 Duration: 07/01/22-12/31/26 (4 years 26 weeks)PSC Cumulative Amount Proposed: \$41,000,000PSC Cumulative Duration Proposed: 17 years 3 days**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment.

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

The contracts include prequalified vendors to help expedite the procurement of telecommunications and IT solutions. Outside expertise is needed, especially for projects involving new technology to supplement the skills provided by City employees. Many projects are on restricted funding time frames with bond and grant funds. If denied, the process and timeframes required to procure new systems and implement solutions will be expanded significantly. Also, Public Safety voice and data networks often need a very quick response for service issues.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 4070 09/10

D. Will the contract(s) be renewed?

Yes, the contract will be renewed.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The agreement is being extended another five years because AT&T is the telephony provider that can provide the services that the City needs without disrupting the current equipment infrastructure already in place. In addition, City Services Auditor division of the Controller's Office evaluated the best possible rates for telecommunications services, under the State of California's Integrated Telecommunications Network rate agreement known as CALNET3 (C3), in response to a request from the Board of Supervisors request to determine if the City was receiving the best possible pricing under the CALNET 3 Agreement. The City Services Auditor division determined that the City could save more than \$37,000 per month in service charges after migrating from its CALNET 2 rates to its new CALNET 3 rates.

2. Reason(s) for the Request

- A. Display all that apply

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

The City does not have technical engineers with telephony expertise to complete the services as needed by the City.

- B. Reason for the request for modification:

This request is extend the term an additional four and a half years.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Many Highly specialized technical and professional skills are required on an as needed basis, depending on the project. • Knowledge of specific types of voice and data networks, hardware and software, business/Telecom and IT analytical skills and programming for new applications are needed to design, create, update and implement Telecom and IT solutions.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1005, IS Operator-Supervisor; 1014, IS Technician-Supervisor; 1024, IS Administrator-Supervisor; 1033, IS Trainer-Senior; 1070, IS Project Director;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.

The work is intermittent and highly specialized for as needed projects.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, technology changes too rapidly and the work is intermittent.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
There is no training on this agreement
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
AT&T

- 7. Union Notification:** On 01/27/20, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness Avenue, 2nd Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4070 09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org
To: [Gines, Jolie \(TIS\); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Gines,Jolie(TIS);ecassidy@ifpte21.com;WendyWong26@yahoo.com;wendywong26@yahoo.com;tmathews@ifpte21.org;kschumacher@ifpte21.org;kpage@ifpte21.org;eerbach@ifpte21.org;pkim@ifpte21.org;L21PSCReview@ifpte21.org;DHR-PSCCoordinator,DHR(HRD))
Subject: Receipt of Modification Request to PSC # 4070 09/10 - MODIFICATIONS
Date: Monday, January 27, 2020 1:50:50 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 2022 – December 31, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrrupal/node/1494>

Email sent to the following addresses: L21PSCReview@ifpte21.org
pkim@ifpte21.org
eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com
ecassidy@ifpte21.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY

Dept. Code: TIS

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4070 09/10)

Type of Approval: ☒ Expedited ☐ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: As needed telecommunications, system, voice and data design, business analysis, programming,

Funding Source: Public Bond, Grant, Lease, General

PSC Original Approved Amount: \$15,000,000

PSC Original Approved Duration: 01/01/10 - 12/31/13 (4 years)

PSC Mod#1 Amount: \$26,000,000

PSC Mod#1 Duration: 01/01/14-12/21/15 (1 year 50 weeks)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 12/22/15-06/30/20 (4 years 27 weeks)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 07/01/20-06/30/22 (2 years)

PSC Cumulative Amount Proposed: \$41,000,000

PSC Cumulative Duration Proposed: 12 years 26 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment.

Scope Change

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

The contracts include prequalified vendors to help expedite the procurement of telecommunications and IT solutions. Outside expertise is needed, especially for projects involving new technology to supplement the skills provided by City employees. Many projects are on restricted funding time frames with bond and grant funds. If denied, the process and timeframes required to procure new systems and implement solutions will be expanded significantly. Also, Public Safety voice and data networks often need a very quick response for service issues.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 4070 09/10

D. Will the contract(s) be renewed?

Yes, the contract will be renewed.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The agreement is being extended another five years because AT&T is the telephony provider that can provide the services that the City needs without disrupting the current equipment infrastructure already in place. In addition, City Services Auditor division of the Controller's Office evaluated the best possible rates for telecommunications services, under the State of California's Integrated Telecommunications Network rate agreement known as CALNET3 (C3), in response to a request from the Board of Supervisors request to determine if the City was receiving the best possible pricing under the CALNET 3 Agreement. The City Services Auditor division determined that the City could save more than \$37,000 per month in service charges after migrating from its CALNET 2 rates to its new CALNET 3 rates.

2. Reason(s) for the Request

- A. Display all that apply

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

The City does not have technical engineers with telephony expertise to complete the services as needed by the City.

- B. Reason for the request for modification:

The term of the agreement is only being extended an additional two years.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Many Highly specialized technical and professional skills are required on an as needed basis, depending on the project. • Knowledge of specific types of voice and data networks, hardware and software, business/Telecom and IT analytical skills and programming for new applications are needed to design, create, update and implement Telecom and IT solutions.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1005, IS Operator-Supervisor; 1014, IS Technician-Supervisor; 1024, IS Administrator-Supervisor; 1033, IS Trainer-Senior; 1070, IS Project Director;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.

The work is intermittent and highly specialized for as needed projects.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, technology changes too rapidly and the work is intermittent.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
See attached.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
AT&T

- 7. Union Notification:** On 08/27/19, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21:

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness Avenue, 2nd Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

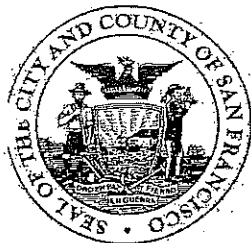
PSC# 4070 09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 09/12/2019



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent Via Electronic Mail

December 17, 2015

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACTS NUMBERS 49414-15/16;
40571-15/16; 40135-15/16; 43147-15/16; 41074-15/16; 41559-15/16;
46372-15/16; 46926-14/15; 4024-12/13; 4070-09/10; 2003-08/09 AND
2004-08/09.

At its meeting of December 7, 2015 the Civil Service Commission had for its consideration the above matter.

The Commission took the following actions:

1) Approved PSC #4024-12/13 with the condition to work with the Executive Officer to amend the form reflecting that the only reason for the modification is to increase duration and the amount of money only and not the scope of work.

2) Adopted the report. Approved the request for remaining proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

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.

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


MICHAEL L. BROWN
Executive Officer

Attachment

Co: Cynthia Avakian, Airport Commission
Erica Finkle, Office of the Treasurer & Tax Collector
Jolie Gines, Department of Technology
Jacquie Hale, Department of Public Health
Cynthia Hamada, Municipal Transportation Agency
Simone Jacques, Office of the Assessor-Recorder
Belle La, San Francisco Planning Department
Joan Lubamersky, General Services Agency
John Tsutakawa, Human Services Agency
Genie Wong, San Francisco Police Department
Commission File
Chron

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY Dept. Code: TISType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4070 09/10)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: As needed telecommunications, system, voice and data design, business analysis, programming,Funding Source: Public Bond, Grant, Lease, GeneralPSC Original Approved Amount: \$15,000,000PSC Mod#1 Amount: \$26,000,000PSC Mod#2 Amount: no amount addedPSC Cumulative Amount Proposed: \$41,000,000PSC Original Approved Duration: 01/01/10 - 12/31/13 (4 years)PSC Mod#1 Duration: 01/01/14-12/21/15 (1 year 50 weeks)PSC Mod#2 Duration: 12/22/15-06/30/20 (4 years 27 weeks)PSC Cumulative Duration Proposed: 10 years 26 weeks**1. Description of Work****A. Scope of Work:**

As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment.

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

The contracts include prequalified vendors to help expedite the procurement of telecommunications and IT solutions. Outside expertise is needed, especially for projects involving new technology to supplement the skills provided by City employees. Many projects are on restricted funding time frames with bond and grant funds. If denied, the process and timeframes required to procure new systems and implement solutions will be expanded significantly. Also, Public Safety voice and data networks often need a very quick response for service issues.

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.

PSC 4070-09/10

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

2. Union Notification: On 10/26/15, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 4070 09/10

DHR Analysis/Recommendation:

12/07/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 12/07/2015

-108 12/07/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Many Highly specialized technical and professional skills are required on an as needed basis, depending on the project.

* Knowledge of specific types of voice and data networks, hardware and software, business/Telecom and IT analytical skills and programming for new applications are needed to design, create, update and implement Telecom and IT solutions.

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

1005, 1014, 1024, 1033, 1070,

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 work is intermittent and highly specialized for as needed projects.

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

No, technology changes too rapidly and the work is intermittent.

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?

☒☐

There are no training with this PSC

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? AT&T

☒☐☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEADON 10/26/15 BY:Name: Jolie GinesPhone: 628 652 5074Email: jolie.gines@sfgov.orgAddress: One South Van Ness Avenue, 2nd Floor San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4096 05-06)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Provide intermittent, as-needed, on-call, mobile blood filtration (therapeutic

Funding Source: General Funds

PSC Original Approved Amount: \$560,000

PSC Original Approved Duration: 07/01/06 - 06/30/10 (4 years)

PSC Mod#1 Amount: \$750,000

PSC Mod#1 Duration: 07/01/10-06/30/14 (4 years 1 day)

PSC Mod#2 Amount: \$812,500

PSC Mod#2 Duration: 07/01/14-06/30/19 (5 years 1 day)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 07/01/20-06/30/23 (4 years 1 day)

PSC Mod#4 Amount: \$745,000

PSC Mod#4 Duration: 07/01/23-06/30/28 (5 years 2 days)

PSC Cumulative Amount Proposed: \$2,867,500

PSC Cumulative Duration Proposed: 22 years 5 days

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

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 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 Witness patients because blood remains in continuity within the auto-transfusion circuit.

Scope Change

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 consequence 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. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 4096 05-06

D. Will the contract(s) be renewed?

Yes

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The current contract is ending and the Department is conducting an RFP for these services. The RFP is currently planned to include an anticipated contract term to a maximum of 8 years, 07/01/20-06/30/2028.

2. Reason(s) for the Request

A. Display all that apply

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

These specialized blood filtration services are needed only intermittently for individual patients, and requires specially trained personnel and equipment not available at Zuckerberg San Francisco General Hospital.

B. Reason for the request for modification:

The Department is conducting an RFP for these services and wishes to continue using this PSC by extending the duration and increase the amount correspondingly.

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(es) normally perform(s) this work? none

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide special blood filtration equipment and transfusion equipment, which is not currently possessed by San Francisco General Hospital.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- 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. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. See 4.A above.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training of civil service staff; purpose is blood filtration services.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Apheresis Care Group will provide services through 6/30/20.

**7. Union Notification: On 12/06/19, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified**

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: Jacquie Hale, 1380 Howard Street, Room 421b

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4096 05-06

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 03/02/2020

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, December 06, 2019 5:05 PM
To: Hale, Jacquie (DPH); seichenberger@local39.org; camaguey@sfmea.com (contact);
ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com;
WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org;
kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com;
eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org;
Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me;
pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org;
Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org;
agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org;
gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com;
djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org;
pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org;
Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org;
jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org;
L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelléy@dc16.us;
david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org;
L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu; speedy4864
@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org;
DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4096 05-06 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$745,000 for services for the period July 1, 2023 -- June 30, 2028. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/720>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present.

Either you selected none or there is no email entered in the system by that particular union

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4096 05-06)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Provide intermittent, as-needed, on-call, mobile blood filtration (therapeutic

Funding Source: General Funds

PSC Original Approved Amount: \$560,000

PSC Original Approved Duration: 07/01/06 - 06/30/10 (4 years)

PSC Mod#1 Amount: \$750,000

PSC Mod#1 Duration: 07/01/10-06/30/14 (4 years 1 day)

PSC Mod#2 Amount: \$812,500

PSC Mod#2 Duration: 07/01/14-06/30/19 (5 years 1 day)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 07/01/20-06/30/23 (4 years 1 day)

PSC Cumulative Amount Proposed: \$2,122,500 PSC Cumulative Duration Proposed: 17 years 3 days

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

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 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 Witness patients because blood remains in continuity within the auto-transfusion circuit.

Scope Change

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 consequence 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. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 4096 05-06

D. Will the contract(s) be renewed?

Yes

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The Department expects an intermittent need for these services to continue.

2. Reason(s) for the Request

A. Display all that apply

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

These specialized blood filtration services are needed only intermittently for individual patients, and requires specially trained personnel and equipment not available at Zuckerberg San Francisco General Hospital.

B. Reason for the request for modification:

to extend contract term

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(es) normally perform(s) this work? none

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide special blood filtration equipment and transfusion equipment, which is not currently possessed by San Francisco General Hospital.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

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. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. See 4.A above.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

No training of civil service staff; purpose is blood filtration services.

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

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

Apheresis Care Group

7. Union Notification: On 08/10/18, the Department notified the following employee organizations of this PSC/RFP request:

all unions were notified

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: Jacquie Hale, 1380 Howard Street, Room 421b

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4096 05-06

DHR Analysis/Recommendation:

Commission Approval Not Required
Approved by DHR on 11/05/2018

December 16, 2013 Regular Meeting

MINUTES

Regular Meeting

December 16, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 p.m.

ROLL CALL

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

President Scott R. Heldfond presided.

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

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of December 2, 2013

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

ANNOUNCEMENTS (Item No. 4)

President Heldfond took a moment to wish everyone a Happy Holiday season and a Happy New Year. He noted that 2013 was an eventful year, and highlighted those events of particular note. President Heldfond concluded his comments by thanking all City employees and union representatives, and indicated that he looks forward to working with them next year.

HUMAN RESOURCES DIRECTOR'S REPORT

0331-13-1 Conviction History Program Overview. (Item No. 5)

Speakers: Ted Yamasaki, Department of Human Resources
Derek Kim, Municipal Transportation Agency

Action: Accepted the presentation. (Vote 5 to 0)

EXECUTIVE OFFICER'S REPORT

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


Speakers: Sandra Eng, Civil Service Commission

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

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

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|------------|----------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|
| 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 |
| 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 |

| | | | | | |
|-------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|
| 4086-05/06  | Public Health | <p>Current Approved Amount</p> <p>\$1,310,000</p> <p>Increase Amount Requested</p> <p>\$812,500</p> <p>New Total Amount Requested</p> <p>\$2,122,500</p> | 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 | <p>Current Approved Amount</p> <p>\$6,200,00</p> <p>Increase Amount Requested</p> <p>\$3,790,000</p> <p>New Total Amount Requested</p> <p>\$9,990,000</p> | 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 |

| | |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Speakers: | <p>Laura Moye, Department of Children, Youth & Their Families, spoke on PSC #4054-13/14.</p> <p>Kofo Domingo and Kay Fernandez, Public Utilities Commission, spoke on PSC #4055-13/14.</p> <p>Donna Marlon and Laura Lent, San Francisco Public Library, spoke on PSC #4056-13/14.</p> <p>Pamela Levin and Rosemary Passantino, Health Service System, spoke on PSC # 4057-13/14.</p> <p>John Monroe, San Francisco Police Department, spoke on PSC #4103-09/10.</p> |
| Action: | <p>1) Approved PSC #4054-13/14, subject to the Department of Children, Youth & Their Families agreeing to confer with its legal counsel on whether there are any potential risks related to the employment status of the youth interns. (Vote of 5 to 0)</p> <p>2) Approved PSC # 4055-13/14, on condition that there be an educational/training component for City employees included in the contract, and that the PUC report back to the Commission in three (3) years on the progress of the contract. (Vote of 5 to 0)</p> <p>3) PSC # 4056-13/14 was postponed to the meeting of January 6, 2014 so that the San Francisco Public Library can reevaluate its submission and work with the Executive Officer to address the questions and concerns raised by the Commission regarding training for City employees. (Vote of 5 to 0)</p> <p>4) PSC # 4057-13/14 postponed to the meeting of January 6, 2014 so that the Health Service System can obtain clarification as to the legal advice the department received from the Deputy City Attorney.</p> <p>(Vote of 5 to 0)</p> <p>5) PSC # 4103-09/10 postponed to January 6, 2014 so that the San Francisco Police Department can notify SEIU, Local 1021.</p> <p>(Vote of 5 to 0)</p> <p>6) Approved the request for all remaining PSCs. Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)</p> |

| | |
|-----------|-----------------------------------------------------------------------------------------|
| 0334-13-1 | Department of Human Resources' 2013 Workforce Utilization Analysis Report. (Item No. 8) |
| Speakers: | None. |
| Action: | Accepted the report. (Vote of 5 to 0) |

The Commission took a brief recess from 3:42 p.m. to 3:52 p.m.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 42832 - 14/15)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: As Needed Credential Verification and Related Transcription Personnel Services

Funding Source: General Fund

PSC Original Approved Amount: \$940,800

PSC Original Approved Duration: 10/01/14 - 06/30/19 (4 years 39 weeks)

PSC Mod#1 Amount: \$672,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$347,200

PSC Mod#2 Duration: 07/01/19-06/30/20 (1 year 1 day)

PSC Mod#3 Amount: \$2,240,000

PSC Mod#3 Duration: 07/01/20-06/30/25 (5 years 1 day)

PSC Cumulative Amount Proposed: \$4,200,000

PSC Cumulative Duration Proposed: 10 years 39 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

As needed, temporary, supplemental and credential verification registry personnel services for the Medical Staff Services Departments of San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), as well as for Community Behavioral Health Services (CBHS). This service assists current staff to meet unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings. Contractor's staff will also support in-house staff to verify providers licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on as-needed basis. This will include assistance with credentialing and privileging of Medical Staff (e.g., physicians, dentists, psychologists & podiatrists) and Affiliate Professionals (e.g., nurse practitioners, certified midwives, certified nurse anesthetists, physician assistants), support for Clinical Services related to Bylaws, Rules and Regulations.

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

This service is necessary in order to meet hospital accreditation and licensing requirements for medical staff committees to maintain a record of the minutes of meetings, the identity the attendees and to monitor the number of meetings attended by individual staff members. Denial of registry personnel assistance will jeopardize the accreditation and licensing of SFGH, LHH and CBHS and their medical staffs.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 42832 - 14/15

D. Will the contract(s) be renewed?

Only if funding is available.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The Department is conducting an RFP for these services. The RFP is currently planned to include an anticipated contract term to a maximum of 5 years, 07/01/20-06/30/2025.

2. Reason(s) for the Request

A. Display all that apply

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

This is for personnel registry services to assist existing Civil Service staff in meeting unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings as required in order for DPH hospitals and operations to maintain licensure and accreditation.

B. Reason for the request for modification:

The Department is conducting an RFP for these services and wishes to continue using this PSC by extending the duration and increasing the amount correspondingly.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to provide transcription services on a short notice, work with on-line databases and licensing bureaus across the United States and verify professional credentials. Certification as a Certified Medical Staff Coordinator (CMSC), Certified Professional in Healthcare Quality (CPHQ) or equivalent experience and training.

B. Which, if any, civil service class(es) normally perform(s) this work? 2106, Med Staff Svcs Dept Spc; 2107, Med Staff Svcs Dept Anl;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Services are required only on an as needed basis to supplement existing Civil Service staff during unanticipated peak workloads.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, The City has Civil Service classifications which are used to provide these services on an ongoing basis.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Training is not the primary purpose of this PSC.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 12/06/19, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42832 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, December 06, 2019 4:32 PM
To: Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Girma, Mahlet (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 42832 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$2,240,000 for services for the period July 1, 2020

– June 30, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6727>

Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 42832 - 14/15)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: As Needed Credential Verification and Related Transcription Personnel Services

Funding Source: General Fund

PSC Original Approved Amount: \$940,800

PSC Original Approved Duration: 10/01/14 - 06/30/19 (4 years 39 weeks)

PSC Mod#1 Amount: \$672,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$347,200

PSC Mod#2 Duration: 07/01/19-06/30/20 (1 year 1 day)

PSC Cumulative Amount Proposed: \$1,960,000

PSC Cumulative Duration Proposed: 5 years 39 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

As needed, temporary, supplemental and credential verification registry personnel services for the Medical Staff Services Departments of San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), as well as for Community Behavioral Health Services (CBHS). This service assists current staff to meet unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings. Contractor's staff will also support in-house staff to verify providers licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on as-needed basis. This will include assistance with credentialing and privileging of Medical Staff (e.g., physicians, dentists, psychologists & podiatrists) and Affiliate Professionals (e.g., nurse practitioners, certified midwives, certified nurse anesthetists, physician assistants), support for Clinical Services related to Bylaws, Rules and Regulations.

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

This service is necessary in order to meet hospital accreditation and licensing requirements for medical staff committees to maintain a record of the minutes of meetings, the identity the attendees and to monitor the number of meetings attended by individual staff members. Denial of registry personnel assistance will jeopardize the accreditation and licensing of SFGH, LHH and CBHS and their medical staffs.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See PSC 42832-14/15

D. Will the contract(s) be renewed?

Only if funding is available.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The cumulative duration of this PSC will extend a little beyond 5 years as the Department anticipates an ongoing need to provide medical credentialing verification and related transcription personnel services.

2. Reason(s) for the Request

- A. Display all that apply

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

This is for personnel registry services to assist existing Civil Service staff in meeting unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings as required in order for DPH hospitals and operations to maintain licensure and accreditation.

- B. Reason for the request for modification:

To extend term and increase amount.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Ability to provide transcription services on a short notice, work with on-line databases and licensing bureaus across the United States and verify professional credentials. Certification as a Certified Medical Staff Coordinator (CMSC), Certified Professional in Healthcare Quality (CPHQ) or equivalent experience and training.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2106, Med Staff Svcs Dept Spc; 2107, Med Staff Svcs Dept Anl;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.

Services are required only on an as needed basis to supplement existing Civil Service staff during unanticipated peak workloads.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, The City has Civil Service classifications which are used to provide these services on an ongoing basis.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Training is not applicable for this contract.

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

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 12/06/18, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42832 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/06/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 42832 - 14/15)Type of Approval: ☐ Expedited ☒ Regular ☐ Omit Posting)Type of Service: As Needed Credential Verification and Related Transcription Personnel ServicesFunding Source: General FundPSC Original Approved Amount: \$940,800PSC Original Approved Duration: 10/01/14 - 06/30/19 (4 years 39 wPSC Mod#1 Amount: \$672,000PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$1,612,800PSC Cumulative Duration Proposed: 4 years 39 weeks**1. Description of Work****A. Scope of Work:**

As needed, temporary, supplemental and credential verification registry personnel services for the Medical Staff Services Departments of San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), as well as for Community Behavioral Health Services (CBHS). This service assists current staff to meet unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings. Contractor's staff will also support in-house staff to verify providers licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on as-needed basis. This will include assistance with credentialing and privileging of Medical Staff (e.g., physicians, dentists, psychologists & podiatrists) and Affiliate Professionals (e.g., nurse practitioners, certified midwives, certified nurse anesthetists, physician assistants), support for Clinical Services related to Bylaws, Rules and Regulations.

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

This service is necessary in order to meet hospital accreditation and licensing requirements for medical staff committees to maintain a record of the minutes of meetings, the identity of the attendees and to monitor the number of meetings attended by individual staff members. Denial of registry personnel assistance will jeopardize the accreditation and licensing of SFGH, LHH and CBHS and their medical staffs.

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.

Services have been provided in the past through earlier PSC request. See PSC 42832-14/15

D. Will the contract(s) be renewed? Only if funding is available.

2. Union Notification: On 05/11/16, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 42832 - 14/15

DHR Analysis/Recommendation:

08/15/2016

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 08/15/2016

-134- 08/15/2016

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Ability to provide transcription services on a short notice, work with on-line databases and licensing bureaus across the United States and verify professional credentials. Certification as a Certified Medical Staff Coordinator (CMSC), Certified Professional in Healthcare Quality (CPHQ) or equivalent experience and training.

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

2106,2107,

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:

Services are required only on an as needed basis to supplement existing Civil Service staff during unanticipated peak workloads.

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

No, The City has Civil Service classifications which are used to provide these services on an ongoing basis.

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?

☐☒

Training is not applicable for this contract.

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? No

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 05/11/16 BY:

Name: Jacquie HalePhone: (415) 554-2609 Email: jacquie.hale@sfdph.orgAddress: 101 Grove Street, Room 307San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47083 - 13/14)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Medical Records Storage and Retrieval

Funding Source: General Fund

PSC Original Approved Amount: \$3,780,000

PSC Original Approved Duration: 07/01/14 - 10/31/19 (5 years 17 weeks)

PSC Mod#1 Amount: \$3,700,000

PSC Mod#1 Duration: 11/01/19-06/30/24 (4 years 34 weeks)

PSC Mod#2 Amount: \$6,160,000

PSC Mod#2 Duration: 07/01/24-06/30/29 (5 years 1 day)

PSC Cumulative Amount Proposed: \$13,640,000

PSC Cumulative Duration Proposed: 15 years 3 days

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

For San Francisco General Hospital and Medical Center (SFGHMC) and Laguna Honda Hospital (LHH), provide off-site storage and retrieval services through a combination of scheduled and stat deliveries, year-round, twenty-four hours a day, seven days-a-week including holidays. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to maintaining appropriately secure and accurate medical records and maintaining the documentation needed for treatment, evaluation, billing, and legal purposes.

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

SFGHMC and LHH do not have the on-site storage capacity needed for their large volume of medical records. They also do not have access to reliable records storage facilities that are strategically located within the immediate area to assure emergency provision of records in the event of catastrophic or public emergency, such as an earthquake. Denial would put SFGHMC and LHH in noncompliance with the State of Joint Commission on the Accreditation of Health Organizations (JCAHO), jeopardizing accreditation and operations of the Department's medical care facilities.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

4152-09/10

D. Will the contract(s) be renewed?

Yes, if funding is available.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The current contract is ending and the Department is conducting an RFP for these services. The

RFP is currently planned to include an anticipated contract term to a maximum of 10 years, 07/01/19-06/30/2029.

2. Reason(s) for the Request

A. Display all that apply

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

High volume of records and not enough space to store onsite

B. Reason for the request for modification:

The Department is conducting an RFP for these services and wishes to continue using this PSC by extending the duration and increasing the amount correspondingly.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Understanding of the needs of SFGHMC and LHH for continual records storage and retrieval management services, methodologies and protocols pertaining to storage tracking, retrieval, and current status of records. Must also have the ability to deliver required records in less than an hour, and in the event of public emergency and/or disaster. 24-hour, 365-day year access to services is a requirement.

B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2736, Porter;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, vendor must possess a facility for physical storage of medical records that is safe from natural catastrophes and man-made disasters. The Department does not have such facilities.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

The nature of the services requires both facilities and operations for the storage services as described above, so utilization of civil service classes alone would not be sufficient.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the classifications that might be used to perform such services already exist.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
services under this PSC do not include training.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 12/06/19, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47083 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, December 06, 2019 3:57 PM
To: Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 47083 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$6,160,000 for services for the period July 1, 2024

-- June 30, 2029. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/11042>

Email sent to the following addresses: jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com leah.berlanga@seiu1021.org ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Sandeep.lal@seiu1021.me Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47083 - 13/14)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Medical Records Storage and RetrievalFunding Source: General FundPSC Original Approved Amount: \$3,780,000PSC Original Approved Duration: 07/01/14 - 10/31/19 (5 years 17 weeks)PSC Mod#1 Amount: \$3,700,000PSC Mod#1 Duration: 11/01/19-06/30/24 (4 years 34 weeks)PSC Cumulative Amount Proposed: \$7,480,000PSC Cumulative Duration Proposed: 10 years 2 days**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

For San Francisco General Hospital and Medical Center (SFGHMC) and Laguna Honda Hospital (LHH), provide off-site storage and retrieval services through a combination of scheduled and stat deliveries, year-round, twenty-four hours a day, seven days-a-week including holidays. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to maintaining appropriately secure and accurate medical records and maintaining the documentation needed for treatment, evaluation, billing, and legal purposes.

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

SFGHMC and LHH do not have the on-site storage capacity needed for their large volume of medical records. They also do not have access to reliable records storage facilities that are strategically located within the immediate area to assure emergency provision of records in the event of catastrophic or public emergency, such as an earthquake. Denial would put SFGHMC and LHH in noncompliance with the State of Joint Commission on the Accreditation of Health Organizations (JCAHO), jeopardizing accreditation and operations of the Department's medical care facilities.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 47083 - 13/14

D. Will the contract(s) be renewed?

Yes, if funding is available.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The department expects the need for these services to continue.

2. Reason(s) for the Request

A. Display all that apply

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

High volume of records and not enough space to store onsite

B. Reason for the request for modification:

That contract is expiring. The Department is conducting a new Request For Proposals (RFP) for these services, and is establishing a new contract under the RFP, based on current estimates.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Understanding of the needs of SFGHMC and LHH for continual records storage and retrieval management services, methodologies and protocols pertaining to storage tracking, retrieval, and current status of records. Must also have the ability to deliver required records in less than an hour, and in the event of public emergency and/or disaster. 24-hour, 365-day year access to services is a requirement.

B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2736, Porter;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, vendor must possess a facility for physical storage of medical records that is safe from natural catastrophes and man-made disasters. The Department does not have such facilities.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

The nature of the services requires both facilities and operations for the storage services as described above, so utilization of civil service classes alone would not be sufficient.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the classifications that might be used to perform such services already exist.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

No training under this PSC

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

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

7. **Union Notification:** On 05/11/18, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47083 - 13/14

DHR Analysis/Recommendation:

09/17/2018

Commission Approval Required

Approved by Civil Service Commission

09/17/2018 DHR Approved for 09/17/2018



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

4152-09/10

E. DENNIS NORMANDY
PRESIDENT

June 24, 2010

DONALD A. CASPER
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBER 4148-09/10
THROUGH 4162-09/10.

MARY Y. JUNG
COMMISSIONER

At its meeting of June 21, 2010 the Civil Service Commission had for its consideration the above matter.

ANITA SANCHEZ
EXECUTIVE OFFICER

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.*

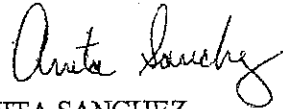
It was the decision of the Commission to:

- (1) Adopt the report; Approve request for approval of PSC #s 4150-09/10 through 4153-09/10; 4156-09/10; 4160-09/10; and 4161-09/10 on the condition that the Department of Public Health make every reasonable effort to create requisitions for those 2819 Assistant Health Educators laid off in 2009 and other Local 21 represented positions that are subject to reduction or layoff, and that the Department of Public Health report every six (6) months to the Civil Service Commission on its progress in meeting this condition. Notify the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve request for approval of PSC #4155-09/10 on the condition that 1) the Department of Public Health will meet with IFPTE Local 21 to discuss and evaluate whether and to what extent work to be performed in this PSC is work which could be performed by Real Property Managers; 2) If at the conclusion of these discussions, it turns out that work in this PSC is not work which could be performed by Real Property Managers, then the matter is closed; 3) If at the conclusion of these discussions, it turns out that work in this PSC is work which could be performed by Real Property Managers, then the Department of Public Health and Local 21 will endeavor to utilize CCSF Real Property Managers to perform this work, and make appropriate modifications to the contract(s) in the PSC accordingly. Notify the Office of the Controller and the Office of Contract Administration.
- (3) Adopt the report; Approve request for approval of PSC #4158-09/10 for a duration of two years, to June 30, 2012. Notify the Office of the Controller and the Office of Contract Administration.
- (4) Adopt the report; Approve request for approval of all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

CSC Notice of Action
June 24, 2010
Page 2

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
Jacquie Hale, Department of Public Health
Naomi Kelly, Office of Contract Administration
Ben Rosenfield, Controller
Commission File
Chron

POSTING FOR

6/7/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|---------|---------------|---------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 4147-09/10 | 25 | Mayor | Regular | \$400,000 | Contractor will customize their proprietary software known as the Total Grants Solution (TGS) to add housing development process and data tracking functionality. The TGS system is a technology solution that meets the City's strategy of collecting and managing data for the Federal Department of Housing and Urban Development (HUD) grant programs including the Community Development Block (CDBG), and Emergency Shelter Grants (ESG.) The solution is the primary tool MOH uses to ensure programmatic and fiscal compliance and accountability while providing a direct and immediate link between the City and its grantees that allows for the tracking of programmatic outcomes and clients served as well as the ability of the grantee to invoice the City for contractual services rendered. Finally, the system incorporates the audit requirements of local, state and federal funding sources. | 6/30/2012 |
| 4148-09/10 | 81 | Public Health | Regular | \$2,000,000 | The contractor (State of California) will coordinate and provide genetic testing services on blood samples taken from newborn babies from San Francisco General Hospital, in accordance with State law. | 6/30/2020 |
| 4149-09/10 | 81 | Public Health | Regular | \$1,250,000 | Assistance to and training of Department Information Technology staff in the installation and building of an ambulatory Electronic Medical Record (EMR) system for San Francisco General Hospital and DPH community-based primary care and specialty clinics. Technical support to the Department's IT staff upon live activation of the new system. Please note that the amount shown above is a current best estimate of the value of only the professional services required, not software. | 6/30/2015 |
| 4150-09/10 | 81 | Public Health | Regular | \$136,000,000 | Culturally appropriate mental health and substance abuse services for children, youth, and their families will be provided by multiple contractors, which together form a System of Care to address the broad continuum of needs and illnesses presented by these clients. Services will include mental health assessment, therapy, collateral and wraparound services, community-based violence and trauma recovery services, community-based day treatment services, residentially-based day treatment services, intensive/day rehabilitative services, primary and secondary substance abuse prevention services, therapeutic behavioral services, therapeutic visitation services, and targeted case management. | 6/30/2015 |

POSTING FOR

6/7/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|---------|---------------|---------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 4151-09/10 | 81 | Public Health | Regular | \$150,074,786 | Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type of needs of the client, and responding as clients change over time. | 6/30/2015 |
| 4152-09/10 | 81 | Public Health | Regular | \$18,595,931 | Contractors will provide integrated full-service behavioral health outpatient services (Mental Health and Substance Abuse Services) for older-adult clients living in the catchment areas 2, 4 and 5 (Western Addition/area bounded by Geary-Gough-Market-Stanyan/Marina/Presidio, North of Market/Tenderloin/South of Market and Richmond and Sunset Districts.) | 6/30/2015 |
| 4153-09/10 | 81 | Public Health | Regular | \$112,083,205 | Contractor will provide services to adult clients living in a residential setting who otherwise would be at risk of hospitalization or other institutional placement if they were not in a residential treatment program. The contractor will provide crisis residential programs, transitional residential treatment programs, Institute for Mental Disease (IMD) alternative programs, and an Urgent Care Center consisting of a crisis stabilization/urgent care clinic with an attached short-term crisis residential program. Institute for Mental Disease alternative programs target adults returning from long-term care settings back to the community or who are at risk for institutional placement due to the severity of their psychiatric disorder. | 6/30/2015 |
| 4154-09/10 | 81 | Public Health | Regular | \$111,292,513 | Contractor will provide substance abuse residential programs. The program will include a 24/7 comprehensive assessment, case management, counseling, skill building and support services to individuals with substance abuse disorders. The program includes Pomeroy House Perinatal Treatment, Residential Family, Women's Harm Reduction Overnight/Partial Day, Women's HIV, MH, Harm Reduction Transitional Residential, Ryan White Pt A, HIV Residential, Adult Residential & Overnight/Partial Day, Women's Residential Social Detoxification, Bed Social Detox, Homeless Specialty, HIV Women's Residential Social Detoxification, Residential Medical Detoxification, MHSA Dual Diagnosis Residential Treatment, Redwood Center Residential Treatment for High-Utilizers of Multiple Systems, HIV Residential Medical Detoxification and Proposition 36 Residential Treatment. | 6/30/2015 |

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF

Dept. Code: SHF

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46615 - 15/16)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting).

Type of Service: Shuttle bus service from San Francisco to San Bruno Jail on weekends and holidays.

Funding Source: General Fund

PSC Original Approved Amount: \$180,000

PSC Original Approved Duration: 04/01/16 - 03/31/19 (2 years 52 weeks)

PSC Mod#1 Amount: \$20,440

PSC Mod#1 Duration: 04/01/19-05/31/19 (8 weeks 5 days)

PSC Mod#2 Amount: \$64,950

PSC Mod#2 Duration: 06/01/19-05/31/20 (1 year 1 day)

PSC Mod#3 Amount: \$66,740

PSC Mod#3 Duration: 05/01/20-04/30/21 (47 weeks 5 days)

PSC Cumulative Amount Proposed: \$332,130

PSC Cumulative Duration Proposed: 5 years 4 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Operate a shuttle service from Civic Center BART station, Balboa Park BART station, and possibly San Bruno BART station to the San Bruno Jail Facility. The shuttle service will operate on weekends and pre-selected Holidays from 7:00 am to 2:30 pm. The shuttle service will provide a large bus with the passenger capacity of 29; 1 driver and 28 riders.

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

The Shuttle service will provide direct transportation to inmate's friends and family to the San Bruno Jail, where a vast majority of current shuttle riders would otherwise have multiple transfers, thus discouraging visitation. Increase visitation promotes improved inmate behavior and reduce recidivism. The denial of this service will lead to increase in bad behavior that can impact the safety of staff working in the jails. In addition, it will lead to an increase in inmate recidivism.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

PSC #46615-15/16 approved 2/1/2016

D. Will the contract(s) be renewed?

The Professional Service Contract is for 3 years with two (2) options to extend terms for a duration of one (1) year. The shuttle service will be evaluated and if the contractor has met the scope of work, it is very likely that the Sheriff's Department will exercise the option to extend terms for one (1) year.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The initial term of the contract is 3 years with two options to extend term for 1 year each. The Sheriff's Department intend to exercise the final option to extend the contract term for 1 year to expire on 4/30/2021.

2. Reason(s) for the Request

A. Display all that apply

- ☒ Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

Explain the qualifying circumstances:

Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operator from unauthorized competition from FTA grant recipients. Under #49 Code of Federal Regulations, Section 604.9(a) states as follows: If a recipient desires to provide a charter service using FTA equipment or facilities, the recipient must first determine if there are any private charter operators willing and able to provide the charter which the recipient desires to provide.

B. Reason for the request for modification:

The Sheriff's Department propose to exercise the final options, on the TransMetro Contract, to extend term for 1 year to expire 4/31/2021. The additional 1 year shuttle service will increase contract amount from \$265,390 to \$332,130, an increase of \$66,740.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor must be certified by the State of California as a transportation provider. In addition, the bus operator must have a Class B driver license to operate the 15 to 28 passenger Compressed Natural Gas vehicles. The contractor must affirm that the buses comply with the California Air Resource Board's emissions regulations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 9163, Transit Operator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide Hybrid or Compressed Natural Gas vehicle with a capacity of 15 to 28 passengers.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operator from unauthorized competition from FTA grant recipients. Under #49 Code of Federal Regulations, Section 604.9(a) states as follows: If a recipient desires to provide a charter service using FTA equipment or facilities, the recipient

must first determine if there are any private charter operators willing and able to provide the charter which the recipient desires to provide.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible 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 charter bus service due to Federal Transit Administration's Charter Bus Service Rule, which implements 49 U.S. C. 5323(d), protects private charter operators from unauthorized competition from Federal Transit Administration grant recipient.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
The Sheriff's Department does not possess the required State Licensing or resources to participate in a training program.
- C. Are there legal mandates requiring the use of contractual services?
Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operators from unauthorized competition from FTA grant recipients.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Transmetro, Inc., the incumbent vendor, will provide the service.

- 7. Union Notification:** On 01/21/20, the Department notified the following employee organizations of this PSC/RFP request:

Transport Workers Union, L 200; TWU - Miscellaneous; TWU - Automotive Service Worker; ;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett, Room 456, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46615 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of henry.gong@sfgov.org
Sent: Tuesday, January 21, 2020 3:52 PM
To: Gong, Henry (SHF); local200twu; rmitchell@twusf.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 46615 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The SHERIFF – SHF has submitted a modification request for a Personal Services Contract (PSC) for \$66,740 for services for the period May 1, 2020 – April 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6798>

Email sent to the following addresses: rmitchell@twusf.org local200twu@sbcglobal.net

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF

Dept. Code: SHF

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46615 - 15/16)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Shuttle bus service from San Francisco to San Bruno Jail on weekends and holidays.

Funding Source: General Fund

PSC Original Approved Amount: \$180,000

PSC Original Approved Duration: 04/01/16 - 03/31/19 (2 years 52 weeks)

PSC Mod#1 Amount: \$20,440

PSC Mod#1 Duration: 04/01/19-05/31/19 (8 weeks 5 days)

PSC Mod#2 Amount: \$64,950

PSC Mod#2 Duration: 06/01/19-05/31/20 (1 year 1 day)

PSC Cumulative Amount Proposed: \$265,390

PSC Cumulative Duration Proposed: 4 years 8 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Operate a shuttle service from Civic Center BART station, Balboa Park BART station, and possibly San Bruno BART station to the San Bruno Jail Facility. The shuttle service will operate on weekends and pre-selected Holidays from 7:00 am to 2:30 pm. The shuttle service will provide a large bus with the passenger capacity of 29; 1 driver and 28 riders.

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

The Shuttle service will provide direct transportation to inmate's friends and family to the San Bruno Jail, where a vast majority of current shuttle riders would otherwise have multiple transfers, thus discouraging visitation. Increase visitation promotes improved inmate behavior and reduce recidivism. The denial of this service will lead to increase in bad behavior that can impact the safety of staff working in the jails. In addition, it will lead to an increase in inmate recidivism.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

PSC #46615-15/16 approved 2/1/2016

D. Will the contract(s) be renewed?

The Professional Service Contract is for 3 years with two (2) options to extend terms for a duration of one (1) year. The shuttle service will be evaluated and if the contractor has met the scope of work, it is very likely that the Sheriff's Department will exercise the option to extend terms for one (1) year.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

A. Display all that apply

☒ Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

Explain the qualifying circumstances:

Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operator from unauthorized competition from FTA grant recipients. Under #49 Code of Federal Regulations, Section 604.9(a) states as follows: If a recipient desires to provide a charter service using FTA equipment or facilities, the recipient must first determine if there are any private charter operators willing and able to provide the charter which the recipient desires to provide.

B. Reason for the request for modification:

The Sheriff's Department propose to exercise the first of two options, on the TransMetro Contract, to extend term for 1 year to expire 4/31/2020. The additional 1 year shuttle service will increase contract amount by \$64,950 to \$265,390.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor must be certified by the State of California as a transportation provider. In addition, the bus operator must have a Class B driver license to operate the 15 to 28 passenger Compressed Natural Gas vehicles. The contractor must affirm that the buses comply with the California Air Resource Board's emissions regulations.

B. Which, if any, civil service class(es) normally perform(s) this work? 9163, Transit Operator;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide Hybrid or Compressed Natural Gas vehicle with a capacity of 15 to 28 passengers.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operator from unauthorized competition from FTA grant recipients. Under #49 Code of Federal Regulations, Section 604.9(a) states as follows: If a recipient desires to provide a charter service using FTA equipment or facilities, the recipient must first determine if there are any private charter operators willing and able to provide the charter which the recipient desires to provide.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible 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 charter bus service due to Federal Transit Administration's Charter Bus Service Rule, which implements 49 U.S. C. 5323(d), protects private charter operators from unauthorized competition from Federal Transit Administration grant recipient.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
The Sheriff's Department does not possess the required State Licensing or resources to participate in a training program.
- C. Are there legal mandates requiring the use of contractual services?
Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operators from unauthorized competition from FTA grant recipients.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Transmetro, Inc., the incumbent vendor, will provide the service.

- 7. Union Notification:** On 01/31/19, the Department notified the following employee organizations of this PSC/RFP request:
Transport Workers Union, L 200; TWU - Miscellaneous; TWU - Automotive Service Worker; ;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett, Room 456, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46615 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/07/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF

Dept. Code: SHF

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46615 - 15/16)

Type of Approval: ☒ Expedited ☐ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Shuttle bus service from San Francisco to San Bruno Jail on weekends and holidays.

Funding Source: General Fund

PSC Original Approved Amount: \$180,000

PSC Original Approved Duration: 04/01/16 - 03/31/19 (2 years 52 weeks)

PSC Mod#1 Amount: \$20,440

PSC Mod#1 Duration: 04/01/19-05/31/19 (8 weeks 5 days)

PSC Cumulative Amount Proposed: \$200,440

PSC Cumulative Duration Proposed: 3 years 8 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Operate a shuttle service from Civic Center BART station, Balboa Park BART station, and possibly San Bruno BART station to the San Bruno Jail Facility. The shuttle service will operate on weekends and pre-selected Holidays from 7:00 am to 2:30 pm. The shuttle service will provide a large bus with the passenger capacity of 29; 1 driver and 28 riders.

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

The Shuttle service will provide direct transportation to inmate's friends and family to the San Bruno Jail, where a vast majority of current shuttle riders would otherwise have multiple transfers, thus discouraging visitation. Increase visitation promotes improved inmate behavior and reduce recidivism. The denial of this service will lead to increase in bad behavior that can impact the safety of staff working in the jails. In addition, it will lead to an increase in inmate recidivism.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes

D. Will the contract(s) be renewed?

The Professional Service Contract is for 3 years with two (2) options to extend terms for a duration of one (1) year. The shuttle service will be evaluated and if the contractor has met the scope of work, it is very likely that the Sheriff's Department will exercise the option to extend terms for one (1) year.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

A. Display all that apply

- ☒ Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

Explain the qualifying circumstances:

Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operator from unauthorized competition from FTA grant recipients. Under #49 Code of Federal Regulations, Section 604.9(a) states as follows: If a recipient desires to provide a charter service using FTA equipment or facilities, the recipient must first determine if there are any private charter operators willing and able to provide the charter which the recipient desires to provide.

B. Reason for the request for modification:

The initial PSC amount was based on the daily rate of \$488 per the current shuttle contract. After posting the Request for Proposal (RFP)# SHF2015-05 and evaluating the proposals in response to the RFP, the awarded vendor's proposed daily rate increased to \$675. As a result, the PSC will need to be increased by \$20,440 to \$200,440.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor must be certified by the State of California as a transportation provider. In addition, the bus operator must have a Class B driver license to operate the 15 to 28 passenger Compressed Natural Gas vehicles. The contractor must affirm that the buses comply with the California Air Resource Board's emissions regulations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 9163, ;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide Hybrid or Compressed Natural Gas vehicle with a capacity of 15 to 28 passengers.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
- Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operator from unauthorized competition from FTA grant recipients. Under #49 Code of Federal Regulations, Section 604.9(a) states as follows: If a recipient desires to provide a charter service using FTA equipment or facilities, the recipient must first determine if there are any private charter operators willing and able to provide the charter which the recipient desires to provide.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible 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 charter bus service due to Federal Transit Administration's Charter Bus Service Rule, which implements 49 U.S. C. 5323(d), protects private charter operators from unauthorized competition from Federal Transit Administration grant recipient.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
The Sheriff's Department does not possess the required State Licensing or resources to participate in a training program for this service.
- C. Are there legal mandates requiring the use of contractual services?
Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operators from unauthorized competition from FTA grant recipients.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
Yes. (Please see attached document)
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Transmetro, Inc., the incumbent vendor, will provide the service.

7. Union Notification: On 04/27/16, the Department notified the following employee organizations of this PSC/RFP request:
Transport Workers Union, L 200; TWU - Miscellaneous; TWU - Automotive Service Worker; ;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett, Room 456, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46615 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/05/2016

Civil Service Commission Action:

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF – SHFDept. Code: SHFType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Shuttle bus service from San Francisco to San Bruno Jail on weekends and holidays.Funding Source: General Fund

PSC Duration: 2 years 52 weeks

PSC Amount: \$180,000PSC Est. Start Date: 04/01/2016 PSC Est. End Date: 03/31/2019**1. Description of Work****A. Scope of Work:**

Operate a shuttle service from Civic Center BART station, Balboa Park BART station, and possibly San Bruno BART station to the San Bruno Jail Facility. The shuttle service will operate on weekends and pre-selected holidays from 7:00 am to 2:30 pm. The shuttle service will provide a large bus with the passenger capacity of 29; 1 driver and 28 riders.

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

The Shuttle service will provide direct transportation to inmate's friends and family to the San Bruno Jail, where a vast majority of current shuttle riders would otherwise have multiple transfers, thus discouraging visitation. Increase visitation promotes improved inmate behavior and reduce recidivism. The denial of this service will lead to increase in bad behavior that can impact the safety of staff working in the jails. In addition, it will lead to an increase in inmate recidivism.

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 is currently performed by Transmetro under PSC 30933 - 13/14 MOD 2 approved by the Civil Service Commission on November 17, 2014.

D. Will the contract(s) be renewed? The Professional Service Contract is for 3 years with two (2) options to ex**2. Union Notification:** On 11/03/2015, the Department notified the following employee organizations of this PSC/RFP request: ; TWU - Automotive Service Worker; TWU - Miscellaneous; Transport Workers Union, L 200

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 46615 - 15/16

DHR Analysis/Recommendation:

02/01/2016

Commission Approval Required

DHR Approved for 02/01/2016

-164 Approved by Civil Service Commission

3. Description of Required Skills/Expertise**A. Specify required skills and/or expertise:**

The contractor must be certified by the State of California as a transportation provider. In addition, the bus operator must have a Class B driver license to operate the 15 to 28 passenger Compressed Natural Gas vehicles. The contractor must affirm that the buses comply with the California Air Resource Board's emissions regulations.

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

9163,

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

Contractor will provide Hybrid or Compressed Natural Gas vehicle with a capacity of 15 to 28 passengers.

4. Why Classified Civil Service Cannot Perform**A. Explain why civil service classes are not applicable:**

Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operator from unauthorized competition from FTA grant recipients. Under #49 Code of Federal Regulations, Section 604.9(a) states as follows: If a recipient desires to provide a charter service using FTA equipment or facilities, the recipient must first determine if there are any private charter operators willing and able to provide the charter which the recipient desires to provide.

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 charter bus service due to Federal Transit Administration's Charter Bus Service Rule, which implements 49 U.S. C. 5323(d), protects private charter operators from unauthorized competition from Federal Transit Administration grant recipient.

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

| | YES | NO |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 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 checked="" type="checkbox"/> | <input 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 Sheriff's Department does not possess the required State Licensing or

Federal Transit Administration's (FTA) Charter Bus Service Rule, which im

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 01/04/2016 BY:

Name: Henry Gong

Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett, Room 456

San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 42881 - 17/18)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Back-File Conversion and Document Imaging

Funding Source: County, State and Federal

PSC Original Approved Amount: \$116,378

PSC Original Approved Duration: 07/01/18 - 06/30/19 (52 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/19-12/27/19 (25 weeks 5 days)

PSC Mod#2 Amount: \$11,638

PSC Mod#2 Duration: 07/01/19-03/31/20 (13 weeks 3 days)

PSC Cumulative Amount Proposed: \$128,016

PSC Cumulative Duration Proposed: 1 year 39 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

This project will convert a large volume of paper case folders to indexed electronic document images ready for upload, using the Kofax Capture XML import connector. All scanned documents will be indexed and released into the Enterprise Content Management System (ECMS), Open Text Content Servicer for the San Francisco Human Services Agency (HSA), Investigations Department.

This project achieves the following goals: multi-user access to case documentation, reduction of individual knowledge dependency (i.e., any worker can work on a case), support for the ability to have satellite office locations, progress toward a paperless environment, reduction in physical storage requirements, and the ability to back-up case files for disaster recovery.

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

The timely scanning of sensitive materials reduces the risk of document loss. This service is necessary, as currently, although the files are housed in a City office, there continues to be the risk of losing sensitive materials due to catastrophic events (fire), misplacement, theft, and other manners which would render the materials unavailable. In some cases, there may not be another opportunity to gather additional copies, especially in the case where HSA, Investigations has the original version of the documents. The consequences for denial of this request is continuing exposure to the risk of document loss, coupled with the inability to replace lost documents.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 42881 - 17/18

D. Will the contract(s) be renewed?

This contract will not be renewed, as this is a limited duration project.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

A. Display all that apply

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

1. Vendor is needed to provide this service for the short-term project providing digital imaging services, a large amount of paper documents need to be imaged and indexed. 2. The City lacks the staff to complete the short-term project. The department would have to recruit, hire and train temporary workers who would then be released from employment after the project is completed.

B. Reason for the request for modification:

Request to extend PSC Estimated End Date from 12/27/2019 to 03/31/2020 because the project need extra time to complete.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The vendor provides timely turn-around of digitized documents using a high-volume scanner, quality control and review of scanned images, indexing documents per requirements, provides automated and manual quality control of indexing, and manages the re-assembly of documents for archiving or destruction.

B. Which, if any, civil service class(es) normally perform(s) this work? 1750, Microphoto/Imaging Technician; 1752, Sr. Microphoto/Imaging Tech.;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The project will be completed at the vendor's facilities and will be done using several production-level scanners to image standard and non-standard-size documents, as well as with software to improve and enhance image quality and to index each imaged document to departmental specifications.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

This is a short-term project and the City does not have the staff and supervisors to manage and organize this intensive effort in the allotted timeframe for the project. The office would have to recruit, hire and train temporary workers in a short period of time and then these workers would be released from employment after the project.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical and would not be feasible given the short-term nature of the project.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not:
No. This is one time only project.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

- 7. Union Notification:** On 12/20/19, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; SEIU 1021 Miscellaneous;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission Street, Suite 300,, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42881 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 03/02/2020

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of john.tsutakawa@sfgov.org
Sent: Friday, December 20, 2019 10:24 AM
To: Tsutakawa, John (HSA); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Lee, Ella (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 42881 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$11,638 for services for the period July 1, 2019 -- March 31, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhr Drupal/node/12593>

Email sent to the following addresses: jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org

Lee, Ella (HSA)

From: XiuMin Li <XiuMin.Li@seiu1021.org>
Sent: Wednesday, January 29, 2020 11:52 AM
To: Lee, Ella (HSA)
Cc: Tsutakawa, John (HSA); Thomas Vitale; Gail Byrdsong; Jason Klumb
Subject: RE: Request for 60 days waiver from HSA

Hi Ella,
We are okay with waiving 60 day for this modification for this PSC.

Cheers,

XiuMin Li
Field Supervisor

Member Resource Center (MRC): 1-877-687-1021
Direct: 415-848-3686
SF Office Fax: 415-431-6241

Sign up to become a Union Member! Together We Rise Up! <http://bit.ly/SFMembershipForm>

From: Lee, Ella (HSA) [mailto:ella.lee@sfgov.org]
Sent: Wednesday, January 29, 2020 9:25 AM
To: XiuMin Li
Cc: Tsutakawa, John (HSA)
Subject: RE: Request for 60 days waiver from HSA

Hi, XiMin, thank you for your email. It is PSC42881 – 17/18.

Best,
Ella Lee
Office of Contract Management
Human Services Agency
415.557.6134

From: XiuMin Li <XiuMin.Li@seiu1021.org>
Sent: Thursday, January 23, 2020 1:10 PM
To: Lee, Ella (HSA) <ella.lee@sfgov.org>
Cc: Tsutakawa, John (HSA) <John.Tsutakawa@sfgov.org>
Subject: RE: Request for 60 days waiver from HSA

[This message is from outside the City email system. Do not open links or attachments from untrusted sources.]

Hi Ella,
What is the PSC number for this and the actual PSC form?

Cheers,

XiuMin Li
Field Supervisor

Member Resource Center (MRC): 1-877-687-1021

Direct: 415-848-3686

SF Office Fax: 415-431-6241

Sign up to become a Union Member! Together We Rise Up! <http://bit.ly/SFMembershipForm>

From: Lee, Ella (HSA) [mailto:ella.lee@sfgov.org]

Sent: Friday, January 17, 2020 2:02 PM

To: XiuMin Li

Cc: Tsutakawa, John (HSA)

Subject: Request for 60 days waiver from HSA

Ms. Li,

For the last 3.5 years, HSA has contracted with Ricoh to convert paper case folders to electronic images. The conversion will move the agency toward a paperless environment, reduces physical storage, and allows multi-user access to the files. The contract originally was approved under one of the continuous PSC's. However, HSA is ending the use of continuous PSC's, and is handling new contracts and mod's through time limited PSC's.

This modification is to request an additional three months and \$11,638 so Ricoh can finish converting the Investigation Unit's paper files into digital files.

We are respectfully requesting a time waiver from SEIU so that we can finish this work. Below is a summary of the PSC request and modifications that are related to this project with the Investigation Unit:

| | Date posted | Period | Amount | Date approved |
|------------------------------|-------------|-------------------------|-----------|---------------------------------------------|
| Original PSC | 03/06/2018 | 07/01/2018 – 06/30/2019 | \$116,378 | 07/16/2018 by Civil Service Commission |
| 1 st modification | 02/12/2019 | 07/01/2018 – 12/27/2019 | \$116,378 | 03/11/2019 by Department of Human Resources |
| 2 nd modification | 12/20/2019 | 07/01/2018 – 03/31/2020 | \$128,016 | |

If HSA does additional work, this will be rebid through the regular RFP process.

Please feel free to contact me if more information is needed.

Thank you,
Ella Lee
Office of Contract Management
Human Services Agency
415.557.6134

CCSF-HSA - All outbound HSA email is automatically scanned for PII and PHI by Zix Email Encryption

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 42881 - 17/18)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Back-File Conversion and Document Imaging

Funding Source: County, State and Federal

PSC Original Approved Amount: \$116,378 PSC Original Approved Duration: 07/01/18 - 06/30/19 (52 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 07/01/19-12/27/19 (25 weeks 5 days)

PSC Cumulative Amount Proposed: \$116,378 PSC Cumulative Duration Proposed: 1 year 25 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

This project will convert a large volume of paper case folders to indexed electronic document images ready for upload, using the Kofax Capture XML import connector. All scanned documents will be indexed and released into the Enterprise Content Management System (ECMS), Open Text Content Servicer for the San Francisco Human Services Agency (HSA), Investigations Department.

This project achieves the following goals: multi-user access to case documentation, reduction of individual knowledge dependency (i.e., any worker can work on a case), support for the ability to have satellite office locations, progress toward a paperless environment, reduction in physical storage requirements, and the ability to back-up case files for disaster recovery.

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

The timely scanning of sensitive materials reduces the risk of document loss. This service is necessary, as currently, although the files are housed in a City office, there continues to be the risk of losing sensitive materials due to catastrophic events (fire), misplacement, theft, and other manners which would render the materials unavailable. In some cases, there may not be another opportunity to gather additional copies, especially in the case where HSA, Investigations has the original version of the documents. The consequences for denial of this request is continuing exposure to the risk of document loss, coupled with the inability to replace lost documents.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 42881 - 17/18

D. Will the contract(s) be renewed?

This contract will not be renewed, as this is a limited duration project.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

A. Display all that apply

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

1. Vendor is needed to provide this service for the short-term project providing digital imaging services, a large amount of paper documents need to be imaged and indexed. 2. The City lacks the staff to complete the short-term project. The department would have to recruit, hire and train temporary workers who would then be released from employment after the project is completed.

B. Reason for the request for modification:

Request to extend PSC Estimated End Date from 6/30/2019 to 12/31/2019 because it took longer than expected to receive signatures from RICOH. This is no change in PSC Amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The vendor provides timely turn-around of digitized documents using a high-volume scanner, quality control and review of scanned images, indexing documents per requirements, provides automated and manual quality control of indexing, and manages the re-assembly of documents for archiving or destruction.

B. Which, if any, civil service class(es) normally perform(s) this work? 1750, Microphoto/Imaging Technician; 1752, Sr. Microphoto/Imaging Tech.;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The project will be completed at the vendor's facilities and will be done using several production-level scanners to image standard and non-standard-size documents, as well as with software to improve and enhance image quality and to index each imaged document to departmental specifications.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

This is a short-term project and the City does not have the staff and supervisors to manage and organize this intensive effort in the allotted timeframe for the project. The office would have to recruit, hire and train temporary workers in a short period of time and then these workers would be released from employment after the project.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical and would not be feasible given the short-term nature of the project.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. This is one time only project.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 02/12/19, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; SEIU 1021 Miscellaneous;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission Street, Suite 300,, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42881 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/11/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSSDept. Code: DSSType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Back-File Conversion and Document ImagingFunding Source: County, State and FederalPSC Amount: \$116,378PSC Est. Start Date: 07/01/2018 PSC Est. End Date 06/30/2019**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This project will convert a large volume of paper case folders to indexed electronic document images ready for upload, using the Kofax Capture XML import connector. All scanned documents will be indexed and released into the Enterprise Content Management System (ECMS), Open Text Content Servicer for the San Francisco Human Services Agency (HSA), Investigations Department.

This project achieves the following goals: multi-user access to case documentation, reduction of individual knowledge dependency (i.e., any worker can work on a case), support for the ability to have satellite office locations, progress toward a paperless environment, reduction in physical storage requirements, and the ability to back-up case files for disaster recovery.

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

The timely scanning of sensitive materials reduces the risk of document loss. This service is necessary, as currently, although the files are housed in a City office, there continues to be the risk of losing sensitive materials due to catastrophic events (fire), misplacement, theft, and other manners which would render the materials unavailable. In some cases, there may not be another opportunity to gather additional copies, especially in the case where HSA, Investigations has the original version of the documents. The consequences for denial of this request is continuing exposure to the risk of document loss, coupled with the inability to replace lost documents.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services were contracted through Ricoh USA.

D. Will the contract(s) be renewed?

This contract will not be renewed, as this is a limited duration project.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

1. Vendor is needed to provide this service for the short-term project providing digital imaging services, a large amount of paper documents need to be imaged and indexed. 2. The City lacks the staff to complete the short-term project. The department would have to recruit, hire and train temporary workers who would then be released from employment after the project is completed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The vendor provides timely turn-around of digitized documents using a high-volume scanner, quality control and review of scanned images, indexing documents per requirements, provides automated and manual quality control of indexing, and manages the re-assembly of documents for archiving or destruction.

B. Which, if any, civil service class(es) normally perform(s) this work? 1750, Microphoto/Imaging Technician; 1752, Sr. Microphoto/Imaging Tech.;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The project will be completed at the vendor's facilities and will be done using several production-level scanners to image standard and non-standard-size documents, as well as with software to improve and enhance image quality and to index each imaged document to departmental specifications.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The department has reviewed proposals and scopes of work completed by other City departments that have completed similar projects. The Department was notified that these services would need to be sent out by the department in a bid/RFP.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

This is a short-term project and the City does not have the staff and supervisors to manage and organize this intensive effort in the allotted timeframe for the project. The office would have to recruit, hire and train temporary workers in a short period of time and then these workers would be released from employment after the project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical and would not be feasible given the short-term nature of the project.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No. This is one time only project.

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

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service?
If so, please explain and include a copy of the board or commission action.
Yes:

F. Will the proposed work be completed by a contractor that has a current PSC contract with your
department? If so, please explain.
No.

7. **Union Notification:** On 03/16/2018, the Department notified the following employee organizations of this
PSC/RFP request:
SEIU 1021 Miscellaneous; SEIU Local 1021

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS
FORM IS COMPLETE AND ACCURATE:

Name: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission Street, Suite 300, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42881-17/18

DHR Analysis/Recommendation:

Commission Approval Required

07/16/2018 DHR Approved for 07/16/2018

action date: 07/16/2018

Approved by Civil Service Commission



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

Sent Via Electronic Mail

February 20, 2020

ELIZABETH SALVESON
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

JACQUELINE P. MINOR
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: UPDATE OF PROPOSED PERSONAL SERVICES
CONTRACTS NUMBER 40794-19/20 TO CORRECT UNION
NOTIFICATION AND MODIFY DURATION TO FIVE
YEARS.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on **March 2, 2020 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Consent 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


SANDRA ENG
Acting Executive Officer

Attachments

Cc: Joan Lubamersky, Office of the City Administrator
Theresa Foglio, Laborers Local 261
Teamsters 853
Timothy Mathews, IFPTE Local 21
Christina Fong, MEA
Commission File
Commissioners' Binder
Chron

THE DOCUMENT SUPPORTS
CALENDARING 8



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

Sent Via Electronic Mail

January 23, 2020

ELIZABETH SALVESON
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

JACQUELINE P. MINOR
COMMISSIONER

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: UPDATE OF PROPOSED PERSONAL SERVICES
CONTRACTS NUMBER 40794-19/20 TO CORRECT UNION
NOTIFICATION AND MODIFY DURATION TO FIVE
YEARS.

The above matter will be considered by the Civil Service Commission at a meeting to be held on February 3, 2020 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Consent 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.

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SANDRA ENG
ACTING EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION


SANDRA ENG
Acting Executive Officer

Attachments

Cc: Joan Lubamersky, Office of the City Administrator
Theresa Foglio, Laborers Local 261
Teamsters 853
Timothy Mathews, IFPTE Local 21
Christina Fong, MEA
Commission File
Commissioners' Binder
Chron

TELEPHONE SUPPORTS
CALENDAR 9

Staff 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: March 2, 2020
3. Check One: Ratification Agenda
 Consent Agenda XXX
 Regular Agenda
 Human Resources Directors Report
4. Subject: PSC 40794 19.20. Update of misunderstanding re: Laborer's 261 and update to correct union notification and modify duration to five years.
5. Recommendation: Approve
6. Report prepared by: Joan Lubamersky Telephone number: 415-554-4859
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:

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

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

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

Attachment

CSC-22 (11/97)

| |
|---------------------------------|
| <u>CSC RECEIPT STAMP</u> |
| |

PSC 40794 19.20

Update reflecting corrected union notification

Unions to be notified:

Laborers 261. Theresa Foglio-Ramirez, laborers261@gmail.com

Teamsters 853, lpinedo@teamsters853.org and
connections@teamsters853.org

Local 21, Timothy Mathews, tmathews@ifpte21.org

MEA, Christina Fong, christina@sfmea.com

Department to be notified:

Joan Lubamersky, Office of the City Administrator,
joan.lubamersky@sfgov.org



OFFICE OF THE
CITY ADMINISTRATOR



London N. Breed, Mayor
Naomi M. Kelly, City Administrator

February 10, 2020

MEMORANDUM

TO: Honorable Civil Service Commission
FROM: *Joan Lubamersky*
Joan Lubamersky, Contract Coordinator
Office of the City Administrator
SUBJ: PSC 40794 19.20

Subject personal services contract was on your Consent Agenda for February 3, 2020. At that time, Theresa Foglio from Laborers Local 261 objected to approval.

Ms. Foglio sent me the attached email informing me she does not object to PSC 407904 19.20

We respectfully request that this item appear on your March 3, 2020 agenda.

Thank you for your consideration.

I would be pleased to provide you additional information if desired.

Attachments

Copy to: Ms. Theresa Foglio, Laborers Local 261

Lubamersky, Joan (ADM)

From: Theresa Foglio <laborers261@gmail.com>
Sent: Monday, February 03, 2020 6:06 PM
To: Lubamersky, Joan (ADM)
Cc: Eng, Sandra (CSC)
Subject: Re: PSC 40794 19.20

Thank you!

On Mon, Feb 3, 2020 at 6:00 PM Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org> wrote:
Thank you Theresa. I'm sharing this email with Sandra Eng at CSC so the Commission will be informed.

Best regards

Joan Lubamersky

Sent from my iPhone

On Feb 3, 2020, at 5:49 PM, Theresa Foglio <laborers261@gmail.com> wrote:

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Greetings Joan,

Thank you so much for following up. There was confusion at the meeting as nothing
→ was provided in writing. The Union does not object anymore to the PSC discussed today at the Civil Service Commission, (for moving furniture) now after clarification.

As to PSC 45169-19/20, the Union still objects. As I stated during public comment, the answers to the Union's questions regarding this PSC were vague, nothing was provided in writing, and there didn't seem to be any real plan on the implementation or the services to be provided. The Union was told it was from a pool of contractors, to be called at will, to steam random locations if the BOS calls or ?

This is work performed by our rank and file and is done based off service order requests, we don't know the necessity for contracting out this work or what the contract is truly for.

On Mon, Feb 3, 2020 at 4:39 PM Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org> wrote:

Hello Theresa

I am writing to follow up from the Civil Service Commission this afternoon at which you said Local 261 objected to subject Personal Services contract. This PSC is about moving services. You said that you met with Svetlana Vaksberg of GSA HR and representatives from DPW about this PSC.

I asked Svetlana about this. She said she met with you about a different contract concerning street cleaning, PSC 45169-19/20. Please let Svetlana know if you have questions about that PSC.

Please let me know if you have objections to the moving contract, PSC 40794 19.20. We would be pleased to meet with you to discuss any concerns you may have.

Thank you very much.

Best regards,

Joan

Joan Lubamersky

General Services Agency-Office of the City Administrator

City Hall

One Carlton B. Goodlett Place, Room 362

San Francisco, CA 94102

Direct: 1-415-554-4859

Direct: Main 1-415-554-4148 or 1-415-554-4851

Fax: 1-415-554-4849

--

Theresa Foglio-Ramirez

City Representative/Business Agent

LiUNA!, Local 261

3271 18th Street

San Francisco, CA 94110

(415) 823-7566 cell

(415) 826-4550 office

(415) 826-1948 fax

<http://twitter.com/theresafoglio>

--

Theresa Foglio-Ramirez

City Representative/Business Agent

LiUNA!, Local 261

3271 18th Street

San Francisco, CA 94110

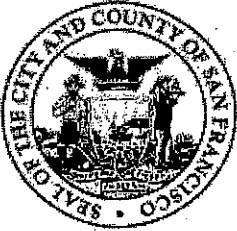
(415) 823-7566 cell

(415) 826-4550 office

(415) 826-1948 fax

<http://twitter.com/theresafoglio>

**Previous Staff Report from
February 3, 2020**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

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

1. Civil Service Commission Register Number: _____ - _____ - _____
2. For Civil Service Commission Meeting of: February 3, 2020

3. Check One: Ratification Agenda _____
Consent Agenda ✓
Regular Agenda _____
Human Resources Director=s Report _____

4. Subject: update of PSC 40794 19.20 to
correct union notification and
modify duration to five years
5. Recommendation: Approve

6. Report prepared by: Joan Lubamarsky Telephone number: 415 554-4859
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: _____

Date: _____

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

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

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

Attachment

CSC-22 (11/97)

| |
|---------------------------------|
| <u>CSC RECEIPT STAMP</u> |
| |

PSC 40794 19.20

Update reflecting corrected union notification

Unions to be notified:

Laborers 261. Theresa Foglio-Ramirez, laborers261@gmail.com

Teamsters 853, lpinedo@teamsters853.org and
connections@teamsters853.org

Local 21, Timothy Mathews, tmathews@ifpte21.org

MEA, Christina Fong, christina@sfmea.com

Department to be notified:

Joan Lubamersky, Office of the City Administrator,
joan.lubamersky@sfgov.org



OFFICE OF THE
CITY ADMINISTRATOR



London N. Breed, Mayor
Naomi M. Kelly, City Administrator

January 6, 2020

Memorandum

TO: Honorable Members, Civil Service Commission
FROM: *Joan Lubamersky*
Joan Lubamersky, Contract Coordinator
Office of the City Administrator

SUBJECT: Update - Moving Services Personal Services Contract (PSC)
PSC 40794 19.20

At the Civil Service Commission meeting of December 2, 2019, the Commission pointed out that all appropriate unions had not been notified for this PSC. Thank you for bringing this to our attention. You directed that we correct those errors and return to the Commission.

Attached are emails with IFPTE Local 21, the Municipal Executives Association and Laborers 261 in which they agreed to waive the 30 day notice. We reported to them that we will request a duration of five rather than seven years for this PSC. We have also attached the original notice to Teamsters 853 and the original PSC Form 1 request.

We look forward to this being calendared at an upcoming Civil Service Commission meeting.

Thank you for your consideration.

Attachments: Emails with L21, MEA, Laborers
December 2, 2019 Notice to Teamsters and PSC Form 1

Copy to: Daniel J. Sanchez, Office of Contract Administration

4

PSC 40794 19.20 Moving Services
General Services Agency

IFPTE Local 21

Agreement to waive 30 Day Notice

Five Year Duration

L21

Lubamersky, Joan (ADM)

From: Lubamersky, Joan (ADM)
Sent: Tuesday, December 10, 2019 3:07 PM
To: Timothy Mathews
Subject: RE: PSC 40794 19.20 PSC Notification and Request to Waive Notice


Timothy:

Update: FYI, we are reducing the requested duration from seven to five years.

Best regards,

Joan

From: Timothy Mathews [mailto:tmathews@ifpte21.org]
Sent: Sunday, December 08, 2019 2:22 PM
To: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Re: PSC 40794 19.20 PSC Notification and Request to Waive Notice

 This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Joan,

Yes I was there. I appreciated the questions raised by the commissioners.

While the duration seems long, the Union agrees to waive our review period for this PSC.

Thank you.

For the Union,
Timothy

Get [Outlook for Android](#)

From: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Sent: Wednesday, December 4, 2019 1:33:01 PM
To: Timothy Mathews <tmathews@ifpte21.org>
Cc: DHR <dhr-psccordinator@sfgov.org>
Subject: PSC 40794 19.20 PSC Notification and Request to Waive Notice

Hello Tim.

I believe you were at the Civil Service Commission meeting on Monday, December 2, 2019 when Commissioner Favetti pointed out that we should have notified L21 on the attached Personal Services Contract request (PSC). She was correct. This email is notification to L21 of the PSC.

6

As we stated in the PSC, the vendor will perform as-needed and intermittent, move coordination, project management and planning. We believe this will be one individual who will serve as the vendor's Project Lead for each move. The Project Lead will be in charge of all communication with City departments, will attend meetings with City departments, help departments plan the move, and will coordinate and supervise the drivers and movers. This kind of work might be performed by Principal Administrative Analyst, Class 1824, as that classification performs similar work. However, that individual would be on the staff of the vendor.

The department has a fairly short time line to initiate this contract. A number of department moves are planned for 2020. I am writing to request that Local 21 waive the 30 day notice on this PSC to allow this work to continue.

If you agree, please Reply All to this email to indicate you agree to the waiver of 30 day notice.

Please let me know if you have any questions. I am best reached via email.

Thank you for your consideration.

Best regards,

Joan

Joan Lubamersky

General Services Agency-Office of the City Administrator

City Hall

One Carlton B. Goodlett Place, Room 362

San Francisco, CA 94102

Direct: 1-415-554-4859

Direct: Main 1-415-554-4148 or 1-415-554-4851

Fax: 1-415-554-4849

PSC 40794 19.20 Moving Services
General Services Agency

Municipal Executive Association

Agreement to waive 30 Day Notice

Five Year Duration

MEA

Lubamersky, Joan (ADM)

From: Lubamersky, Joan (ADM)
Sent: Tuesday, December 10, 2019 2:39 PM
To: Christina Fong
Cc: 'DHR-PSCCoordinator, DHR (dhr-psccordinator@sfgov.org)'
Subject: RE: PSC 40794 19.20 PSC Notification and Request to Waive Notice

Christina: FYI, we are reducing the duration request, from seven to five years.

Best regards,

Joan

From: Christina Fong [mailto:christina@sfmea.com]
Sent: Monday, December 09, 2019 11:42 AM
To: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Re: PSC 40794 19.20 PSC Notification and Request to Waive Notice

Hi Joan,

MEA waives the 30-days notice for PSC #40794.

Christina

On Mon, Dec 9, 2019 at 11:18 AM Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org> wrote:
Thank you Christine.

I understand that MEA agrees to waive the 30 day notice. Would you please confirm.

Joan

Sent from my iPhone

On Dec 9, 2019, at 11:00 AM, Christina Fong <christina@sfmea.com> wrote:

Hi Joan,

MEA has no further questions about this PSC.

Thanks for your clarification,
Christina

On Sun, Dec 8, 2019 at 3:33 PM Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org> wrote:

Hi Christine.

Checking back on this. Please call me on my cell if you would like to talk. I'd be happy to answer your questions.

Thanks very much.

Best regards

Joan Lubamersky
Mobile.1-415-305-2399

Sent from my iPhone

Begin forwarded message:

From: "Lubamersky, Joan (ADM)" <joan.lubamersky@sfgov.org>
Date: December 5, 2019 at 8:42:53 PM PST
To: Christina Fong <christina@sfmea.com>
Cc: "DHR-PSCCoordinator, DHR (HRD)" <dhr-psccordinator@sfgov.org>
Subject: Re: PSC 40794 19.20 PSC Notification and Request to Waive Notice

The PSC covers all the work the vendor is doing. Including driving trucks and moving furniture. I referenced the management/coordinator role since that is work that, if performed by a City employee, might be done by a City employee.

Please call me on my cell if this is not clear. 415-305-2399

Thank you.

Joan

Sent from my iPhone

On Dec 5, 2019, at 8:17 PM, Christina Fong <christina@sfmea.com> wrote:

Hi Joan,

It's still not clear to me.....then if this is the coordinator for the vendor, why isn't the vendor hiring/paying for their coordinator to manage their work? Why is the department requesting additional general funds to provide the vendor with the coordinator to manage their work? Why didn't the vendor take this into account when they agreed to perform the work as outlined in the PSC? Shouldn't the vendor have someone already employed or included it when they bid for the PSC to manage their work which is services they are paid/providing to the department?

Thanks in advance for the clarification,
Christina

On Wed, Dec 4, 2019 at 3:14 PM Lubamersky, Joan (ADM)
<joan.lubamersky@sfgov.org> wrote:

Hi Christina.

The tasks for this contract are to be performed by the vendor -- the coordinator will be working for the vendor, managing that side of the work. The City will have employees working on the City side -- like the role Brian O'Connor had. Does that reply to your question?

Best regards,

Joan

From: Christina Fong [<mailto:christina@sfmea.com>]
Sent: Wednesday, December 04, 2019 2:58 PM
To: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dh-psscordinator@sfgov.org>
Subject: Re: PSC 40794 19.20 PSC Notification and Request to Waive Notice

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Joan,

Thanks for contacting MEA about this PSC. At one time, I thought that Real Estate had Brian O'Connor who was in a position that helped coordinate moves; I recall he was coordinating moves for Retirement, GSA/ADM/DPW HR, etc. Does this position no longer exist to help with coordinating moves of City departments?

Best,

Christina

On Wed, Dec 4, 2019 at 1:20 PM Lubamersky, Joan (ADM)
<joan.lubamersky@sfgov.org> wrote:

Dear Christina:

The attached Personal Services Contract (PSC) was on the Civil Service Commission calendar Monday, December 2, 2019. The Commission pointed out that we should have notified the Municipal Executive Association (MEA) of the PSC because management/supervision tasks would be performed. This email is notification to MEA of the PSC request.

As we stated in the PSC, the vendor will perform as-needed and intermittent, move coordination, project management and planning. We believe this will be one individual who will serve as the vendor's Project Lead for each move. The Project Lead will be in charge of all communication with City departments, will attend meetings with City departments, help departments plan the move, and will coordinate and supervise the drivers and movers. This kind of work might be performed by Manager I Class 0922 or Manager II Classification 0923, as those classification perform similar work. However, that individual would be on the staff of the vendor.

If you agree, please Reply All to this email to waive the 30 day notice.

Please let me know if you have any questions.

Thank you for your consideration.

Best regards,

PSC 40794 19.20 Moving Services
General Services Agency

Laborers Local 261

Agreement to waive 30 Day Notice

Five Year Duration

Laborers 261

Lubamersky, Joan (ADM)

From: Lubamersky, Joan (ADM)
Sent: Monday, December 09, 2019 2:18 PM
To: Theresa Foglio
Cc: DHR-PSCCoordinator, DHR (HRD); Ramon Hernandez
Subject: Re: PSC 40794 19.20 Notification and Request to Waive Notice - DURATION OF 7 YEARS CAN REDUCE

Thank you very much

Best regards

Joan

Sent from my iPhone

On Dec 9, 2019, at 2:16 PM, Theresa Foglio <laborers261@gmail.com> wrote:

Hello Joan,
Thank you for your response and yes, that addresses our concern. The Union hereby waives the 30 day notice requirement.

On Mon, Dec 9, 2019 at 1:41 PM Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org> wrote:

Hello Theresa.

You asked about the 7 year duration. I have consulted with the department, and they can reduce it to 5 years. This is the standard that CSC uses.

Please let me know if this meets your concern by responding Reply All.

Thank you for your consideration.

Best regards,

Joan

From: Theresa Foglio [mailto:laborers261@gmail.com]
Sent: Monday, December 09, 2019 7:53 AM
To: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhrr-psccordinator@sfgov.org>
Subject: Re: PSC 40794 19.20 Notification and Request to Waive Notice

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Greetings,

Thank you for the email. There is a question as to the length of the contract of 7 years. If this is an urgent contract to move numerous departments in 2020, why so lengthy?

On Sun, Dec 8, 2019 at 3:38 PM Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org> wrote:

Hello. I am following up on my email below.

Several departments are beginning the move process.

Please let me know if you have any questions at all.

Best regards

Joan Lubamersky

Office of the City Administrator

1-415-554-4859

Sent from my iPhone

Begin forwarded message:

From: "Lubamersky, Joan (ADM)" <joan.lubamersky@sfgov.org>
Date: December 4, 2019 at 1:50:24 PM PST
To: "laborers261@gmail.com" <laborers261@gmail.com>
Cc: "DHR-PSCCoordinator, DHR (dhr-psccordinator@sfgov.org)" <dhr-psccordinator@sfgov.org>
Subject: PSC 40794 19.20 Notification and Request to Waive Notice

Dear Ms. Foglio-Ramirez

The attached Personal Services Contract (PSC) was on the Civil Service Commission calendar Monday, December 2, 2019. The Commission pointed out that we should have notified Laborers Union Local 261 about the PSC because some of the tasks performed are similar to those performed by members of the union. This email is notification to Local 261 of the PSC request.

As we stated in the PSC, the vendor will perform as-needed and intermittent, moving services including moving items such as office furniture, documents, equipment and related articles and set up and breakdown cubicle walls and furniture. Their work will be supervised. This kind of work is performed on City projects by General Laborer Classification 7514 and General Laborer Supervisor Classification 7215.

The department has a fairly short time line to initiate this contract. A number of department moves are planned for 2020. I am writing to request that Local 21 waive the 30 day notice on this PSC to allow this work to continue.

If you agree, please Reply All to this email to waive the 30 day notice of the PSC.

Please let me know if you have any questions. I am best reached via email.

Thank you for your consideration.

Best regards,

Joan

Joan Lubamersky

General Services Agency-Office of the City Administrator

City Hall

One Carlton B. Goodlett Place, Room 362

San Francisco, CA 94102

Direct: 1-415-554-4859

Direct: Main 1-415-554-4148 or 1-415-554-4851

Fax: 1-415-554-4849

--

Theresa Foglio-Ramirez

City Representative/Business Agent

LiUNA!, Local 261

3271 18th Street

San Francisco, CA 94110

(415) 823-7566 cell

(415) 826-4550 office

(415) 826-1948 fax

<http://twitter.com/theresafoglio>

--

Theresa Foglio-Ramirez

City Representative/Business Agent

LiUNA!, Local 261

3271 18th Street

San Francisco, CA 94110

(415) 823-7566 cell

(415) 826-4550 office

(415) 826-1948 fax

<http://twitter.com/theresafoglio>

**PSC 40794 19.20 Moving Services
General Services Agency**

Teamsters Local 853

Union Notification for

December 2, 2019

Civil Service Commission Meeting

Teamsters

Lubamersky, Joan (ADM)

From: Lubamersky, Joan (ADM)
Sent: Thursday, September 26, 2019 3:01 PM
To: connections@teamsters853.org; lpinedo@teamsters853.org
Subject: City of San Francisco Proposed Personal Services Contract
Attachments: PSC 40794 19.20 to send to Teamsters 853.pdf; Union notice email PSC 40794 19.20 not delivered to Teamsters 853.pdf

To: Teamsters Local 853

The Office of Contract Administration of the City and County of San Francisco proposes to do a Personal Services Contract (PSC) to contract for Intermittent, as-needed moving services. Information on this PSC is attached.

City departments are required by the Department of Human Resources and the Civil Service Commission to notify employee organizations when requesting to contract for services that City employees could possibly perform. In this case, Class 7355 Teamster could possibly perform some of the duties of the PSC. Your union is listed as one that would be notified through the City's on line system, however it appears that you were not. Typically, unions have seven or 30 days to raise questions about a PSC.

If you should have any questions, please let me know at Joan.Lubamersky@sfgov.org or contact the Department of Human Resources, DHR-PSC coordinator at dhr-psccordinator@sfgov.org

Thank you.

Attachments: Proposed PSC 40794 19.20
Email sent through online PSC system

Joan Lubamersky

General Services Agency-Office of the City Administrator
City Hall
One Carlton B. Goodlett Place, Room 362
San Francisco, CA, 94102
Direct: 1-415-554-4859
Direct: Main 1-415-554-4148 or 1-415-554-4851
Fax: 1-415-554-4849

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Wednesday, September 25, 2019 3:57 PM
To: Lubamersky, Joan (ADM); Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40794 - 19/20

RECEIPT for Union Notification for PSC 40794 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 40794 - 19/20 for \$8,000,000 for Initial Request services for the period 11/01/2019 -- 10/31/2026. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/13996> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended.

PSC 40794 19.20 Moving Services
General Services Agency

PSC Form 1

December 2, 2019

Civil Service Commission Meeting

12/2/19 psc request

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM Dept. Code: ADM

Type of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)

Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)

Type of Service: Moving services

Funding Source: General fund PSC Duration: 7 years 1 day
PSC Amount: \$8,000,000 PSC Est. Start Date: 11/01/2019 PSC Est. End Date: 10/31/2026

1. Description of Work

A. Scope of Work:

The contractor will provide moving services for City and County of San Francisco departments on an intermittent, as-needed basis. These services will include, but not be limited to, moving items such as office furniture, documents, equipment, and related articles; the set-up and breakdown of cubicle walls and furniture; and move coordination/project management and planning, as may be required by departments.

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

Moving services are necessary to help departments relocate entire agencies or groups, relocate employees, and to relocate furniture, equipment, and materials whenever the need arises. Several City departments will be relocating to different work locations in early 2020 and other departments will have intermittent needs for such services on a smaller scale. Consequences of denial would be the City performing tasks without the expertise of moves from work stations, equipment, and animals (Animal Care & Control upcoming new location move, resulting in inefficiency, incurring potential additional costs and potential damage to City property and equipment.

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.
These services were provided by Purchase Order or individual moving contracts.

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

2. Union Notification: On 09/25/2019, the Department notified the following employee organizations of this PSC/RFP request: Bldg Mtl & Constr Teamsters, L 853

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40794 - 19/20

DHR Analysis/Recommendation:

July 2013.

3. Description of Required Skills/Expertise**A. Specify required skills and/or expertise:**

Experience in moving large organizations, relocation coordination, and move logistics. The Contractor will also be required to provide all moving staff, vehicles, equipment, and supplies necessary for the moves.

B. Which, if any, civil service class(es) normally perform(s) this work?
7355,**C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:**

Yes. The contractor has the vehicles, facilities, and equipment necessary to efficiently move and relocate departments and their furniture and equipment.

4. Why Classified Civil Service Cannot Perform**A. Explain why civil service classes are not applicable:**

No civil service class is licensed to perform this work and this type of work is only required intermittently on an as-needed basis.

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

No. Work is intermittent and as-needed.

5. Additional Information (if "yes", attach explanation)**YES NO****A. Will the contractor directly supervise City and County employee?**☐ YES ☒ NO**B. Will the contractor train City and County employee?**☐ YES ☒ NO

No training will be provided.

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 PSC contract with your department?**☐ YES ☒ NO☐ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD

ON _____ BY:

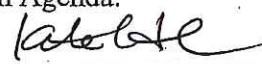
Name: Joan LubamerskyPhone: 4155544859Email: joan.lubamersky@sfgov.orgAddress: One Carlton B. Goodlett Place, Room 362 San Francisco, CA 94102



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: March 2, 2020
3. Check One: Ratification Agenda
 Consent Agenda X
 Regular Agenda
 Human Resources Director's Report
4. Subject: Report of Future Employment Restrictions and Probationary Releases for the period of
July 1, 2019 to December 31, 2019
5. Recommendation: Adopt the report.
6. Report prepared by: Shawn Sherburne, Client Services Manager
Telephone number: (415) 557-4811
7. Notifications: (Attach a list of the person(s) to be notified in the format described in Civil
Service Commission Procedure Number Two.)
8. Reviewed and approved for Civil Service Commission Agenda:
Human Resources Director: Micki Callahan 
Date: 2/20/2020
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.

Attachment

CSC-22 (11/97)

CSC RECEIPT STAMP

Notification List

Report of Future Employment Restrictions and Probationary Releases for the period of July 1, 2019 to December 31, 2019

Adam Romoslawski
Senior Human Resources Consultant
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103

Lisa Pigula
Supervising Human Resources Consultant
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103

Shawn Sherburne
Client Services Manager
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103

Anna Biasbas
Employment Services Director
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103

Kate Howard
Managing Deputy Director
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103



MEMORANDUM

DATE: February 20, 2020
TO: Honorable Civil Service Commission
THROUGH: Micki Callahan
Human Resources Director
FROM: Shawn Sherburne, Client Services Manager
Adam Romoslawski, Senior Human Resources Consultant
SUBJECT: Report of Future Employment Restrictions and Probationary Releases for the period of July 1, 2019 to December 31, 2019

This is a semiannual report to the Civil Service Commission on the total number of separations with future employment restrictions and probationary releases for the period of July 1, 2019 to December 31, 2019.

Separations with Future Employment Restrictions

This report includes future employment restrictions for all City departments, excluding City employees designated as Peace Officers per Penal Code 830, and the Municipal Transportation Agency, for the period of July 1, 2019 to December 31, 2019. The table below lists all future employment restrictions imposed by departments, all future employment restrictions appealed to the Commission, and the status of those appeals.

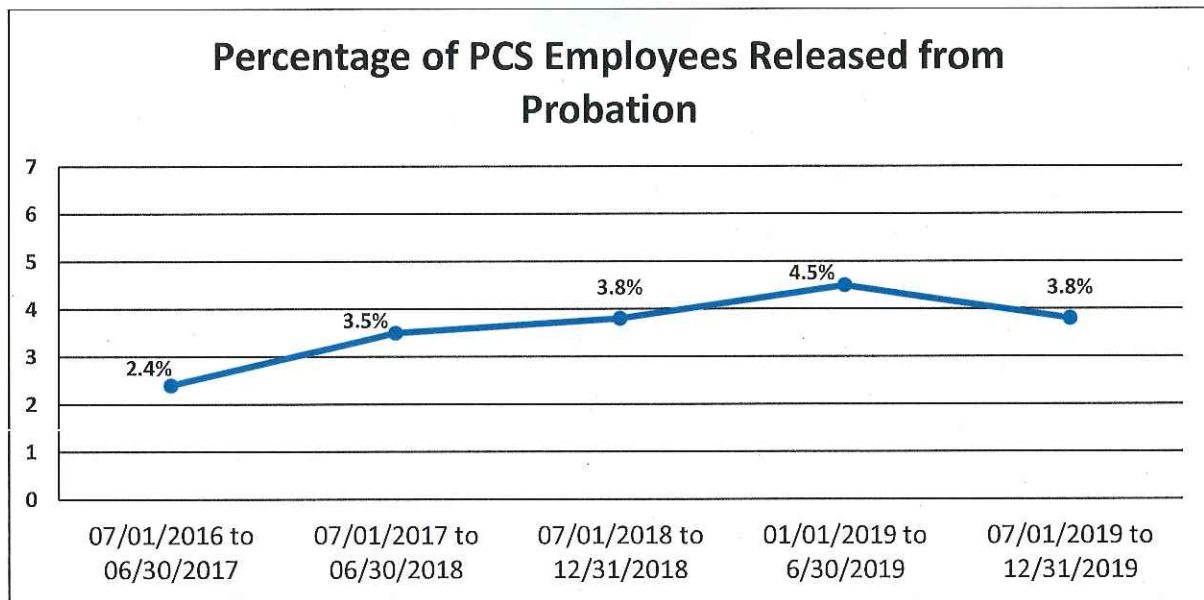
| DEPARTMENT | JOB CODE | JOB TITLE | SEPARATION DATE | RESTRICTION | STATUS |
|------------------|----------|------------------------------------|-----------------|--------------|--------------|
| Airport | 7334 | Stationary Engineer | 12/13/2019 | Citywide | Not Appealed |
| Public Health | 2232 | Senior Physician Specialist | 12/24/2019 | Departmental | Not Appealed |
| Public Health | 2320 | Registered Nurse | 7/12/2019 | Departmental | Not Appealed |
| Public Health | 2322 | Nurse Manager | 11/9/2019 | Departmental | Not Appealed |
| Public Health | 2324 | Nursing Supervisor | 6/8/2019 | Citywide | Not Appealed |
| Public Health | 2932 | Senior Behavioral Health Clinician | 7/27/2019 | Citywide | Not Appealed |
| Public Utilities | 7470 | Watershed Keeper | 10/10/2019 | Citywide | Not Appealed |
| Public Utilities | 7482 | Power Generation Technician II | 11/26/2019 | Citywide | Not Appealed |

In summary, there were eight (8) separated employees with future employment restrictions imposed. During this reporting period, there were no appeals of future employment restrictions made to the Commission.

Probationary Releases

This report also includes the total number of employees released from probation for the period of July 1, 2019 to December 31, 2019. Out of 1,901 permanent civil service (PCS) appointments, there were a total of 72

employees (3.8%) released from probation. This information along with a three-year trend for the percentage of employees released from probation is included in the chart below.¹



Only two (2) of the 72 employees were released for disciplinary reasons and the remaining 70 were released for non-disciplinary reasons.

Recommendation

Adopt the report.

¹ The three-year trend was requested by the Civil Service Commission at the October 2019 meeting. Prior to September 2018, report data was presented annually. Per the Commission's request, data is now reported semiannually.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

AMENDED

Sent Via Electronic Mail

February 21, 2020

ELIZABETH SALVESON
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

JACQUELINE P. MINOR
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: REPORT OF EXPIRED EXEMPT APPOINTMENTS UNDER
CHARTER SECTIONS 10.104-16 THROUGH 10.104-18 FOR
THE PERIOD OF JULY 1, 2019 TO DECEMBER 31, 2019.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on **March 2, 2020 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the *Consent* 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


SANDRA ENG
Acting Executive Officer

Attachment

Cc: Kate Howard, Department of Human Resources
Lisa Pigula, Department of Human Resources
Anna Biasbas, Department of Human Resources
Adam Romoslawski, Department of Human Resources
Shawn Sherburne, Department of Human Resources
All Unions
Commission File
Commissioners' Binder
Chron

STAFF 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: March 2, 2020
3. Check One: Ratification Agenda
 Consent Agenda X
 Regular Agenda
 Human Resources Director's Report
4. Subject: Report of Expired Exempt Appointments under Charter Sections 10.104-16 through 10.104-18 for the period of July 1, 2019 to December 31, 2019
5. Recommendation: Adopt the report.
6. Report prepared by: Shawn Sherburne, Client Services Manager
Telephone number: (415) 557-4811
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in Civil Service Commission Procedure Number Two.)**
8. Reviewed and approved for Civil Service Commission Agenda:
Human Resources Director: Micki Callahan *Micki Callahan*
Date: 2/20/2020
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.

Attachment

CSC-22 (11/97)

CSC RECEIPT STAMP

Notification List

Report of Expired Exempt Appointments under Charter Sections 10.104-16 through 10.104-18 for the period of July 1, 2019 to December 31, 2019

Adam Romoslawski
Senior Human Resources Consultant
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103

Lisa Pigula
Supervising Human Resources Consultant
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103

Shawn Sherburne
Client Services Manager
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103

Anna Biasbas
Employment Services Director
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103

Kate Howard
Managing Deputy Director
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103



MEMORANDUM

DATE: February 20, 2020
TO: Honorable Civil Service Commission
THROUGH: Micki Callahan
Human Resources Director
FROM: Shawn Sherburne, Client Services Manager
Adam Romoslawski, Senior Human Resources Consultant
SUBJECT: Report of Expired Exempt Appointments under Charter Sections 10.104-16 through 10.104-18 for the period of July 1, 2019 to December 31, 2019

This is a semiannual report to the Civil Service Commission on appointments exempt from Civil Service Rules under Charter sections 10.104-16 through 10.104-18 that exceed the permissible duration for the period of July 1, 2019 to December 31, 2019. This report includes data for all City departments except the Municipal Transportation Agency, Trial Courts, Community College District, and the Unified School District.

Pursuant to the Charter, appointments made under these exempt categories are not to exceed the following durations (Attachment A):

- Category 16: The equivalent of half-time during any fiscal year (1,040 hours)
- Category 17: Two (2) years
- Category 18: Three (3) years.

All departments are expected to monitor and track their use of Category 16, 17, and 18 exempt appointments to ensure incumbents do not exceed Charter specified appointment durations. DHR provides appointment data from the People and Pay system to departments to identify appointments exceeding Charter duration limitations.

For the reporting period of July 1, 2019 to December 31, 2019, there are no appointments under Categories 16, 17 and 18 that exceed the Charter authorized durations.

Attachment

Attachment A: Charter Section 10.104 - Categories 16, 17 and 18

Attachment A

CHARTER SECTION 10.104, EXCLUSIONS FROM CIVIL SERVICE APPOINTMENT

All employees of the City and County shall be appointed through competitive examination unless exempted by this Charter. The following positions shall be exempt from competitive civil service selection, appointment and removal procedures, and the person serving in the position shall serve at the pleasure of the appointing authority:

16. Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures.
17. Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular Civil Service procedures.
18. Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular Civil Service Commission procedures.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

AMENDED

Sent Via Electronic Mail

February 21, 2020

ELIZABETH SALVESON
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

JACQUELINE P. MINOR
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REPORT OF EXEMPT APPOINTMENTS AND POSITION REQUESTS UNDER CHARTER SECTIONS 10.104-16 THROUGH 10.104-18 FOR THE PERIOD OF JULY 1, 2019 TO DECEMBER 31, 2019.

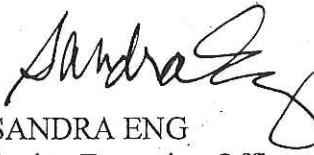
The above matter will be considered by the Civil Service Commission at a meeting to be held on **March 2, 2020 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the *Consent* 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

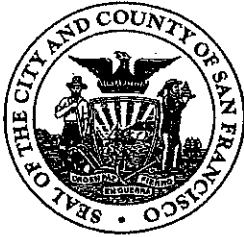

SANDRA ENG
Acting Executive Officer

Attachment

Cc: Kate Howard, Department of Human Resources
Lisa Pigula, Department of Human Resources
Anna Biasbas, Department of Human Resources
Adam Romoslawski, Department of Human Resources
Shawn Sherburne, Department of Human Resources
All Unions
Commission File
Commissioners' Binder
Chron

THIS DOCUMENT SUPPORTS
CALENDAR

Staff 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: March 2, 2020
3. Check One: Ratification Agenda
 Consent Agenda X
 Regular Agenda
 Human Resources Director's Report
4. Subject: Report of Exempt Appointments and Position Requests under Charter Sections 10.104-16 through 10.104-18 for the period of July 1, 2019 to December 31, 2019
5. Recommendation: Adopt the report.
6. Report prepared by: Shawn Sherburne, Client Services Manager
Telephone number: (415) 557-4811
7. Notifications: (Attach a list of the person(s) to be notified in the format described in Civil Service Commission Procedure Number Two.)
8. Reviewed and approved for Civil Service Commission Agenda:
Human Resources Director: Micki Callahan *[Signature]*
Date: 2/20/2020
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.

Attachment

CSC-22 (11/97)

CSC RECEIPT STAMP

| |
|------------------------------------------|
| |
|------------------------------------------|

Notification List

Report of Exempt Appointments and Position Requests under Charter Sections 10.104-16 through 10.104-18 for the period of July 1, 2019 to December 31, 2019

Adam Romoslawski
Senior Human Resources Consultant
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103

Lisa Pigula
Supervising Human Resources Consultant
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103

Shawn Sherburne
Client Services Manager
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103

Anna Biasbas
Employment Services Director
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103

Kate Howard
Managing Deputy Director
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103



MEMORANDUM

DATE: February 20, 2020
TO: Honorable Civil Service Commission
THROUGH: Micki Callahan
Human Resources Director
FROM: Shawn Sherburne, Client Services Manager
Adam Romoslawski, Senior Human Resources Consultant
SUBJECT: Report of Exempt Appointments and Position Requests under Charter Sections 10.104-16 through 10.104-18 for the period of July 1, 2019 to December 31, 2019

This is a semiannual report to the Civil Service Commission on appointments and position requests exempt from Civil Service Rules under Charter sections 10.104-16 through 10.104-18 for the period of July 1, 2019 to December 31, 2019. This report highlights the process that the Department of Human Resources (DHR) and City departments use to effectively manage the duration of these appointments.

Background

Subject to approval of the Civil Service Commission (Commission) under Charter sections 10.104-16 through 10.104-18, certain part-time, seasonal, temporary, substitute and project positions may be exempt from civil service selection, appointment, and removal procedures. On March 8, 2018, the Commission updated and adopted procedures and guidelines for the processing and approval of such appointments. The Commission gave the Human Resources Director the authority to review and approve written requests for exemptions and issue instructions to departments proposing exemptions. DHR provides the Commission with a semiannual report regarding these transactions.

This report includes information for all City departments except the Municipal Transportation Agency, Trial Courts, Community College District, and the Unified School District.

Exempt Position Request and Program Overview

Charter Section 10.104-16: Temporary and Seasonal Positions

Charter section 10.104-16 states that appointees cannot work more than the equivalent of half-time time (1,040 hours) during any fiscal year. Any appointments exceeding the 1,040-hour limit within a fiscal year are considered invalid. Consistent with the Charter, the Human Resources Director is responsible for ensuring all City employees are in valid appointments.

For Charter section 10.104-16 position requests, departments must justify the exempt nature of the position under one of the following categories:

1. Seasonal Work
2. Peak Workloads
3. Sporadic Work
4. Backfill for an Employee on a Leave of Absence

5. Disasters /Emergencies
6. Anticipation of a Permanent Civil Service (PCS) Appointment (when waiting for an eligible list to be adopted, or while the post-referral selection process is being conducted)

In addition, departments must also include an explanation for the temporary hire, essential job duties to be performed, and the duration of the exempt appointment on position requests.

Once an incumbent is appointed, departments are expected to appropriately manage the incumbent's work hours. Pursuant to the Charter limitation, departments must separate Charter section 10.104-16 employees before the employee exceeds the Charter limit of 1,040 hours in a fiscal year. DHR implemented a centralized program in 2014 to help departments manage their Charter section 10.104-16 employees by tracking their hours, notifying both the department and the employee when the employee approaches the Charter limit, and automatically separating those employees over the Charter limits should departments fail to do so.

In November 2014, DHR developed and provided training on the use of Charter section 10.104-16 appointments, including interactive online, on-demand instructional videos explaining the Charter exemption and category justifications. The training also includes policies on the maximum head count for each position a department may request along with the guidance on the different ways a department can manage Charter section 10.104-16 appointments. This training is continuously available on the DHR website.

Charter Section 10.104-17: Substitute for Permanent Civil Service Employees on Leave Positions

When submitting Charter section 10.104-17 position requests, departments must indicate the name of the PCS employee on a leave of absence and that PCS employee's expected return to work date. Given the limitations included in the Charter, Charter section 10.104-17 positions are not approved without a valid PCS incumbent on leave, for which the department is temporarily filling through a Charter section 10.104-17 appointment.

DHR continues to provide resources, training, tracking and enforcement on appointments and position requests in Charter sections 10.104-17 including both classroom and online, on-demand instruction.

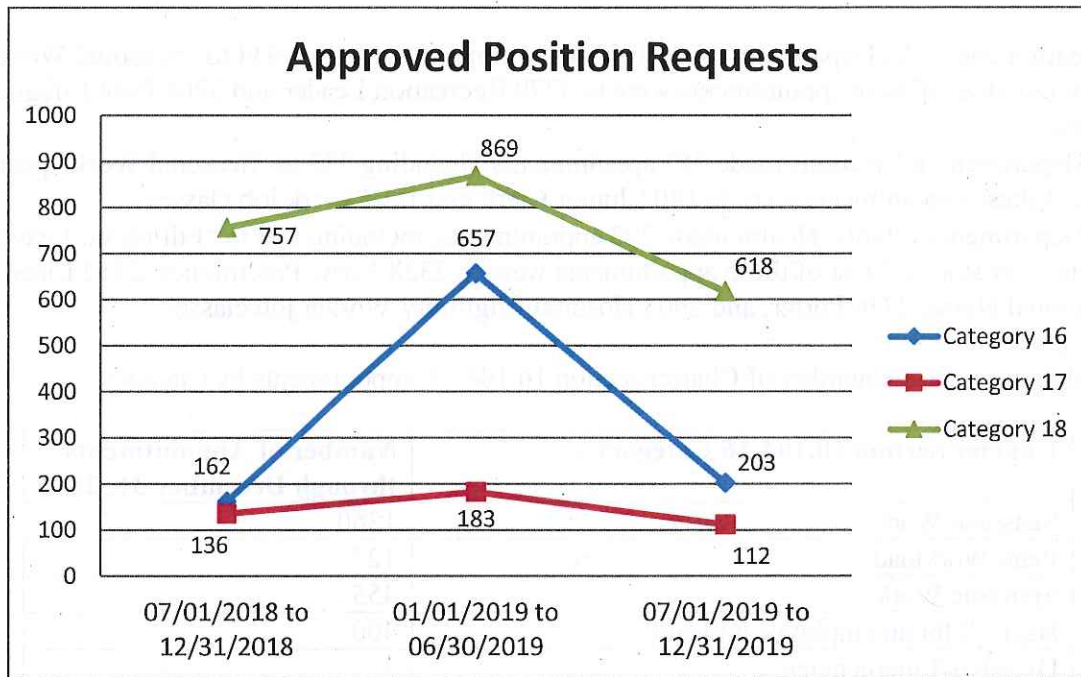
Charter Section 10.104-18: Special Project or Professional Services Positions

For Charter section 10.104-18 position requests, departments provide the title of the special project or professional services, anticipated duration of the appointment in months, detailed description of the project (including project objective, deliverables, and scope of work), and specific and essential duties to be performed as they relate to the project.

DHR continues to provide resources, training, tracking and enforcement on appointments and position requests in Charter sections 10.104-18 including both classroom and online, on-demand instruction.

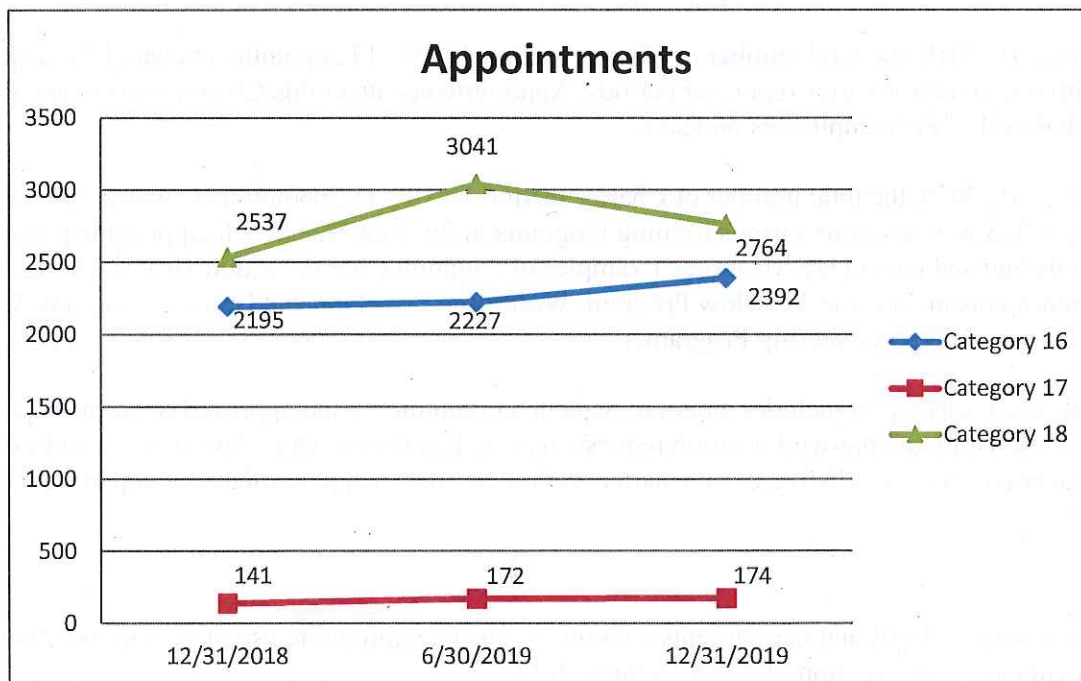
Exempt Position Request and Appointment Trends

The following chart shows trends on approved position requests:



Over the last six months, departments decreased the number of position requests in Charter sections 10.104-16, 10.104-17 and 10.104-18.

The following chart shows trends on exempt appointments:



Over the past six months, departments increased the number of appointments in Charter sections 10.104-16 and 10.104-17, and decreased the number of appointments in Charter section 10.104-18.

As of December 31, 2019, the total number of Charter section 10.104-16 appointments was 2,392. During the reporting period, the following departments made the most Charter section 10.104-16 appointments:

- Recreation and Parks Department made 1035 appointments, including 934 to “Seasonal Work” positions. Most of these appointments were to 3279 Recreation Leader and 3208 Pool Lifeguard job classes.
- The Department of Elections made 353 appointments, including 333 to “Seasonal Work” positions. Most of these appointments were to 1402 Junior Clerk and 1404 Clerk job classes.
- The Department of Public Health made 292 appointments, including 268 to “Filling In: Leave of Absence” positions. Most of these appointments were to 2328 Nurse Practitioner, 2312 Licensed Vocational Nurse, 2736 Porter, and 2903 Hospital Eligibility Worker job classes.

The below table provides the number of Charter section 10.104-16 appointments by category:

| Charter Section 10.104-16 Category | Number of Appointments through December 31, 2019 |
|--------------------------------------------------------|---------------------------------------------------------|
| Seasonal Work | 1360 |
| Peak Workload | 122 |
| Sporadic Work | 455 |
| Backfill for an employee on leave | 400 |
| Disasters/Emergencies | 3 |
| Anticipation of a PCS Appointment | 52 |
| <i>No Charter Section 10.104-16 Category Indicated</i> | 0 |

Per the Civil Service Commission’s request during the March 2019 meeting, DHR collaborated with departments whose positions lacked Charter Section 10.104-16 categories, thereby reducing the number of “No Charter Section 10.104-16 Category Indicated” appointments to zero (0).

As of December 31, 2019, the total number of Charter section 10.104-17 appointments was 174, which is consistent with the trend from prior reporting periods. Appointments under this Charter section are directly linked to the backfill of PCS employees on leave.

As of December 31, 2019, the total number of Charter section 10.104-18 appointments was 2,764. Out of these appointments, 1,023 were made to various training programs in 20 departments, which provide job-related work experience in designated target classifications. Examples of common Charter section 10.104-18 training program appointments include the JobsNow Program, Workforce Development Training Program, Workcreation Program, and Gardener Apprenticeship Program.

For additional detail, this report includes summary data on appointments and approved position requests (Attachment A), a listing of approved position requests reported by department, classification and exempt category (Attachment B), and a listing of all Charter section 10.104-16 appointments by department (Attachment C).

Conclusion

The combined efforts of DHR and departments continue to ensure appropriate use of exempt position requests and appointments in Charter sections 10.104-16 through 18.

Recommendation

Adopt the report.



Attachments

Attachment A: Summary of Appointments and Position Requests

Attachment B: Approved Position Requests by Department

Attachment C: Charter Section 10.104-16 Appointments by Category

Attachment A

ATTACHMENT A
Appointments and Approved Position Requests
July 1, 2019 through December 31, 2019

Summary of Position Requests

The number of approved Position Requests in each category:

| | |
|----------------------------|-----|
| Charter section 10.104-16: | 203 |
| Charter section 10.104-17: | 112 |
| Charter section 10.104-18: | 618 |
| Total | 933 |

Summary of Appointments

The number of appointments in each category, and its respective percentage of the City's total workforce of 32,728 (as of December 31, 2019):

| | | |
|----------------------------|-------|--------|
| Charter section 10.104-16: | 2,392 | 7.31% |
| Charter section 10.104-17: | 174 | 0.53% |
| Charter section 10.104-18: | 2,764 | 8.45% |
| Total | 5,330 | 16.29% |

Attachment B

ATTACHMENT B
Approved Position Requests
July 1, 2019 through December 31, 2019

Definitions

Department: Name of the City department

Exempt Category: Exempt categories under Civil Service Rules and Charter section 10.104 are:

- Charter section 10.104-16 - Temp and Seasonal. Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures
- Charter section 10.104-17 - Substitutes for EE on leave. Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular Civil Service procedures
- Charter section 10.104-18 - Special Project – Limited Term. Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular Civil Service Commission procedures

Job Code and Job Title: Class number and job title

Position #: Position number in the People and Pay Request to Fill (RTF) system

Request Type:

- Vacancy – Position is budgeted, vacant, and its status is “proposed”
- Future - Position is currently filled and the department will begin recruitment in anticipation of the incumbent vacating, a change to the schedule or fill type, or TX job code in anticipation of a new appointment action for the incumbent on their current position. The position is budgeted, filled, and its status is “approved”
- Backfill - Position is currently filled and the department needs to temporarily appoint a second employee to a single budgeted position. The position is budgeted, filled, and its status must be “approved”. If the backfill is Temporary Exempt Charter section 10.104-17 appointment, a separate temporarily funded position can be created
- Mod – Position is approved and the department needs to modify its attributes such as special conditions, exempt category, or head count. Position must be budgeted, vacant or filled, and its status is “approved”

Work Schedule:

- A = As-needed = Works an as-needed / intermittent / seasonal schedule
- F = Full-time = Works 40 hours per week
- P = Part-time = Works 20 – 39 hours per week
- U = Regularly scheduled = Works less than 1,040 hours in a 12 month period

Fill Type: Appointment type. Temp exempt is a temporary exempt appointment that usually has temporary funding, and is for a short duration. Perm exempt is a permanent exempt appointment that can be funded through temporary or permanent funds, and is for a project related assignment

Max Head Count: The maximum number of employees that will be hired on the position request.

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|--------------------------------|------------|--------------|----------|------------|----------------|
| AAM | 16 Temp & Seasonal | 8226 | Museum Guard | 01130965 | Vacancy | A | Temp Exmpt | 1 |
| ADP | 18 Special Proj - Limited Term | 1408 | Principal Clerk | 01008315 | Future | F | Perm Exmpt | 1 |
| ADP | 16 Temp & Seasonal | 1824 | Pr Administrative Analyst | 01144274 | Vacancy | F | Temp Exmpt | 1 |
| ADP | 18 Special Proj - Limited Term | 0923 | Manager II | 01117397 | Future | F | Perm Exmpt | 1 |
| ADP | 18 Special Proj - Limited Term | 9920 | Publ Svc Aide-Asst to Prof | 01130674 | Future | U | Temp Exmpt | 1 |
| ADP | 18 Special Proj - Limited Term | 9920 | Publ Svc Aide-Asst to Prof | 01130675 | Vacancy | U | Temp Exmpt | 1 |
| ADP | 18 Special Proj - Limited Term | 9920 | Publ Svc Aide-Asst to Prof | 01130674 | Future | U | Temp Exmpt | 1 |
| ADP | 18 Special Proj - Limited Term | 8529 | Probation Assistant | 01145383 | Vacancy | F | Perm Exmpt | 1 |
| ADP | 16 Temp & Seasonal | 1824 | Pr Administrative Analyst | 01145472 | Vacancy | F | Temp Exmpt | 1 |
| ADP | 18 Special Proj - Limited Term | 8530 | Deputy Probation Officer SFERS | 01145580 | Vacancy | F | Temp Exmpt | 1 |
| ADP | 18 Special Proj - Limited Term | 8530 | Deputy Probation Officer SFERS | 01145581 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 1840 | Junior Management Assistant | 01144251 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 1652 | Accountant II | 01107662 | Future | F | Perm Exmpt | 1 |
| AIR | 17 Substitutes for EE On Leave | 1632 | Senior Account Clerk | 01042600 | Backfill | F | Temp Exmpt | 1 |
| AIR | 17 Substitutes for EE On Leave | 1654 | Accountant III | 01137101 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 5322 | Graphic Artist | 01144571 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 7313 | Automotive Machinist | 01134602 | Future | F | Perm Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 1842 | Management Assistant | 01144081 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 0941 | Manager VI | 01122670 | Vacancy | F | Perm Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 0941 | Manager VI | 01123776 | Vacancy | F | Perm Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 7334 | Stationary Engineer | 01143989 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 9240 | Airport Electrician | 01143987 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 7345 | Electrician | 01135685 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 7329 | Electr Maint Tech Asst Sprv | 01143986 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 7510 | Lighting Fixture Maint Worker | 01123267 | Vacancy | F | Perm Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 7344 | Carpenter | 01143988 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 7347 | Plumber | 01143990 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 7457 | Sign Worker | 01143683 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 7457 | Sign Worker | 01143684 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 7457 | Sign Worker | 01042990 | Future | F | Perm Exmpt | 1 |
| AIR | 17 Substitutes for EE On Leave | 9213 | Airfield Safety Officer | 01085031 | Mod | F | Temp Exmpt | 1 |
| AIR | 17 Substitutes for EE On Leave | 9234 | Airport Security ID Technician | 01130235 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 5504 | Project Manager 2 | 01135039 | Vacancy | F | Perm Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fili Type | Max Head Count |
|------------|--------------------------------|----------|---------------------------------|------------|--------------|----------|------------|----------------|
| AIR | 18 Special Proj - Limited Term | 1844 | Senior Management Assistant | 01135009 | Future | F | Perm Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 9772 | Community Development Spec | 01143909 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 5382 | StdntDsgnTrnIn3, Arch/Eng/Plng | 01127230 | Vacancy | U | Temp Exmpt | 10 |
| AIR | 18 Special Proj - Limited Term | 5644 | Principal Environ Specialist | 01144080 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 9920 | Publ Svc Aide-Asst to Prof | 01144156 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 1822 | Administrative Analyst | 01136916 | Future | F | Temp Exmpt | 1 |
| AIR | 16 Temp & Seasonal | 1241 | Human Resources Analyst | 01136372 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 16 Temp & Seasonal | 1241 | Human Resources Analyst | 01136253 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01144060 | Vacancy | F | Temp Exmpt | 1 |
| AIR | 18 Special Proj - Limited Term | 1844 | Senior Management Assistant | 01136791 | Future | F | Temp Exmpt | 1 |
| ART | 18 Special Proj - Limited Term | 1840 | Junior Management Assistant | 01113373 | Vacancy | F | Perm Exmpt | 1 |
| ART | 18 Special Proj - Limited Term | 1840 | Junior Management Assistant | 01113373 | Vacancy | F | Perm Exmpt | 1 |
| ART | 17 Substitutes for EE On Leave | 1840 | Junior Management Assistant | 01124061 | Vacancy | F | Temp Exmpt | 1 |
| ART | 17 Substitutes for EE On Leave | 1840 | Junior Management Assistant | 01124061 | Vacancy | F | Temp Exmpt | 1 |
| ART | 18 Special Proj - Limited Term | 1840 | Junior Management Assistant | 01124060 | Vacancy | F | Perm Exmpt | 1 |
| ART | 18 Special Proj - Limited Term | 1842 | Management Assistant | 01106768 | Vacancy | F | Perm Exmpt | 1 |
| ART | 18 Special Proj - Limited Term | 0923 | Manager II | 01144704 | Vacancy | F | Perm Exmpt | 1 |
| ART | 18 Special Proj - Limited Term | 0923 | Manager II | 01144704 | Vacancy | F | Perm Exmpt | 1 |
| ART | 18 Special Proj - Limited Term | 1840 | Junior Management Assistant | 01106135 | Vacancy | F | Perm Exmpt | 1 |
| ASR | 18 Special Proj - Limited Term | 1092 | IT Operations Support Admin II | 01136808 | Vacancy | F | Perm Exmpt | 1 |
| ASR | 18 Special Proj - Limited Term | 1054 | IS Business Analyst-Principal | 01139712 | Future | F | Perm Exmpt | 1 |
| ASR | 17 Substitutes for EE On Leave | 4213 | ASR-Office Assistant | 01121446 | Vacancy | F | Temp Exmpt | 1 |
| ASR | 18 Special Proj - Limited Term | 1822 | Administrative Analyst | 01144614 | Vacancy | F | Perm Exmpt | 1 |
| ASR | 17 Substitutes for EE On Leave | 4220 | Personal Property Auditor | 01132188 | Future | F | Temp Exmpt | 1 |
| ASR | 18 Special Proj - Limited Term | 1820 | Junior Administrative Analyst | 01144198 | Vacancy | F | Temp Exmpt | 1 |
| ASR | 17 Substitutes for EE On Leave | 4220 | Personal Property Auditor | 01132188 | Future | F | Temp Exmpt | 1 |
| ASR | 17 Substitutes for EE On Leave | 4220 | Personal Property Auditor | 01115780 | Future | F | Temp Exmpt | 1 |
| ASR | 18 Special Proj - Limited Term | 1042 | IS Engineer-Journey | 01132185 | Vacancy | F | Perm Exmpt | 1 |
| ASR | 18 Special Proj - Limited Term | 1042 | IS Engineer-Journey | 01132185 | Vacancy | F | Perm Exmpt | 1 |
| ASR | 18 Special Proj - Limited Term | 1842 | Management Assistant | 01108150 | Future | F | Perm Exmpt | 1 |
| ASR | 18 Special Proj - Limited Term | 0931 | Manager III | 01145684 | Vacancy | F | Temp Exmpt | 1 |
| ASR | 18 Special Proj - Limited Term | 1053 | IS Business Analyst-Senior | 01136823 | Future | F | Perm Exmpt | 1 |
| ASR | 18 Special Proj - Limited Term | 1093 | IT Operations Support Admin III | 01065005 | Vacancy | F | Perm Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|-------------------------------|------------|--------------|----------|------------|----------------|
| BOS | 18 Special Proj - Limited Term | 1053 | IS Business Analyst-Senior | 01119415 | Vacancy | F | Perm Exmpt | 1 |
| BOS | 16 Temp & Seasonal | 1835 | Legislative Assistant | 01112111 | Vacancy | U | Temp Exmpt | 2 |
| CFC | 18 Special Proj - Limited Term | 9772 | Community Development Spec | 01133578 | Future | F | Perm Exmpt | 1 |
| CHF | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01144250 | Vacancy | U | Temp Exmpt | 1 |
| CHF | 18 Special Proj - Limited Term | 1822 | Administrative Analyst | 01144586 | Vacancy | F | Perm Exmpt | 1 |
| CHF | 18 Special Proj - Limited Term | 1822 | Administrative Analyst | 01144521 | Vacancy | F | Perm Exmpt | 1 |
| CHF | 18 Special Proj - Limited Term | 1842 | Management Assistant | 01143565 | Vacancy | F | Perm Exmpt | 1 |
| CHF | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01145078 | Vacancy | F | Perm Exmpt | 1 |
| CHF | 18 Special Proj - Limited Term | 1842 | Management Assistant | 01081152 | Future | F | Perm Exmpt | 1 |
| CHF | 18 Special Proj - Limited Term | 9772 | Community Development Spec | 01145122 | Vacancy | F | Perm Exmpt | 1 |
| CHF | 18 Special Proj - Limited Term | 1844 | Senior Management Assistant | 01145123 | Vacancy | F | Perm Exmpt | 1 |
| CHF | 16 Temp & Seasonal | 1823 | Senior Administrative Analyst | 01145448 | Vacancy | F | Temp Exmpt | 1 |
| CHF | 16 Temp & Seasonal | 1824 | Pr Administrative Analyst | 01145449 | Vacancy | F | Temp Exmpt | 1 |
| CHF | 18 Special Proj - Limited Term | 1842 | Management Assistant | 01143565 | Future | F | Perm Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 1824 | Pr Administrative Analyst | 01139983 | Vacancy | F | Perm Exmpt | 1 |
| CON | 16 Temp & Seasonal | 1823 | Senior Administrative Analyst | 01145568 | Vacancy | F | Temp Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 1867 | Auditor I | 01145107 | Vacancy | F | Perm Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01145106 | Vacancy | F | Perm Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 0932 | Manager IV | 01145105 | Vacancy | F | Perm Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 1652 | Accountant II | 01119043 | Future | F | Perm Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 1652 | Accountant II | 01125922 | Future | F | Perm Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 1652 | Accountant II | 01104949 | Vacancy | F | Perm Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 1652 | Accountant II | 01143812 | Vacancy | F | Perm Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 1654 | Accountant III | 01145522 | Vacancy | F | Temp Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 1842 | Management Assistant | 01129751 | Future | F | Perm Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 1053 | IS Business Analyst-Senior | 01129504 | Vacancy | F | Perm Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 1054 | IS Business Analyst-Principal | 01129747 | Future | F | Perm Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 1042 | IS Engineer-Journey | 01144811 | Vacancy | F | Perm Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01132356 | Vacancy | F | Temp Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 1052 | IS Business Analyst | 01131532 | Future | F | Perm Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 1063 | IS Programmer Analyst-Senior | 01140457 | Vacancy | F | Perm Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 1053 | IS Business Analyst-Senior | 01138605 | Future | F | Perm Exmpt | 1 |
| CON | 16 Temp & Seasonal | 9920 | Publ Svc Aide-Asst to Prof | 01139650 | Vacancy | F | Temp Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|-------------------------------|------------|--------------|----------|------------|----------------|
| CON | 18 Special Proj - Limited Term | 9920 | Publ Svc Aide-Asst to Prof | 01130948 | Vacancy | P | Temp Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 1684 | Auditor II | 01077051 | Future | F | Perm Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 9920 | Publ Svc Aide-Asst to Prof | 01145584 | Vacancy | F | Temp Exmpt | 1 |
| CON | 16 Temp & Seasonal | 1801 | Analyst Trainee | 01139033 | Vacancy | F | Temp Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 0931 | Manager III | 01122674 | Future | F | Perm Exmpt | 1 |
| CON | 18 Special Proj - Limited Term | 9920 | Publ Svc Aide-Asst to Prof | 01132968 | Future | F | Temp Exmpt | 1 |
| CPC | 16 Temp & Seasonal | 1054 | IS Business Analyst-Principal | 01144047 | Vacancy | F | Temp Exmpt | 1 |
| CPC | 18 Special Proj - Limited Term | 5278 | Planner 2 | 01144681 | Vacancy | F | Perm Exmpt | 1 |
| CPC | 16 Temp & Seasonal | 5278 | Planner 2 | 01129558 | Vacancy | F | Temp Exmpt | 1 |
| CPC | 16 Temp & Seasonal | 5278 | Planner 2 | 01131928 | Vacancy | F | Temp Exmpt | 1 |
| CPC | 16 Temp & Seasonal | 5275 | Planner Technician | 01129537 | Vacancy | F | Temp Exmpt | 1 |
| CPC | 16 Temp & Seasonal | 1823 | Senior Administrative Analyst | 01143004 | Future | F | Temp Exmpt | 1 |
| CPC | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01145629 | Vacancy | U | Temp Exmpt | 18 |
| DAT | 17 Substitutes for EE On Leave | 8132 | DA Investigative Assist | 01096440 | Future | F | Temp Exmpt | 1 |
| DAT | 18 Special Proj - Limited Term | 8133 | Victim/Witness Investigator 3 | 01144056 | Vacancy | F | Perm Exmpt | 1 |
| DAT | 18 Special Proj - Limited Term | 9914 | Public Service Aide-Admin | 01133238 | Future | F | Temp Exmpt | 1 |
| DAT | 18 Special Proj - Limited Term | 9914 | Public Service Aide-Admin | 01145062 | Vacancy | F | Temp Exmpt | 1 |
| DAT | 18 Special Proj - Limited Term | 9914 | Public Service Aide-Admin | 01139941 | Vacancy | F | Temp Exmpt | 1 |
| DBI | 18 Special Proj - Limited Term | 0931 | Manager III | 01115566 | Vacancy | F | Perm Exmpt | 1 |
| DBI | 17 Substitutes for EE On Leave | 1446 | Secretary 2 | 01124072 | Vacancy | F | Perm Exmpt | 1 |
| DBI | 18 Special Proj - Limited Term | 5214 | Building Plans Engineer | 01118052 | Vacancy | F | Perm Exmpt | 1 |
| DBI | 18 Special Proj - Limited Term | 6331 | Building Inspector | 01076587 | Vacancy | F | Perm Exmpt | 1 |
| DBI | 18 Special Proj - Limited Term | 6331 | Building Inspector | 01048027 | Vacancy | F | Perm Exmpt | 1 |
| DBI | 18 Special Proj - Limited Term | 5203 | Assistant Engineer | 01145587 | Vacancy | F | Temp Exmpt | 1 |
| DEM | 18 Special Proj - Limited Term | 0923 | Manager II | 01130848 | Future | F | Perm Exmpt | 1 |
| DEM | 18 Special Proj - Limited Term | 8239 | Public SafetyComm Supv | 01144997 | Vacancy | F | Perm Exmpt | 1 |
| DEM | 18 Special Proj - Limited Term | 8239 | Public SafetyComm Supv | 01144996 | Vacancy | F | Perm Exmpt | 1 |
| DEM | 18 Special Proj - Limited Term | 0931 | Manager III | 01144855 | Vacancy | F | Perm Exmpt | 1 |
| DEM | 17 Substitutes for EE On Leave | 8604 | Emergency Services Coord IV | 01113281 | Backfill | F | Temp Exmpt | 1 |
| DEM | 17 Substitutes for EE On Leave | 8604 | Emergency Services Coord IV | 01113281 | Backfill | F | Temp Exmpt | 1 |
| DEM | 17 Substitutes for EE On Leave | 8603 | Emergency Services Coord III | 01077043 | Backfill | F | Temp Exmpt | 1 |
| DEM | 17 Substitutes for EE On Leave | 8603 | Emergency Services Coord III | 01077043 | Mod | P | Temp Exmpt | 1 |
| DPA | 17 Substitutes for EE On Leave | 1823 | Senior Administrative Analyst | 01137615 | Future | F | Temporary | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|-------------------------------|------------|--------------|----------|-------------|----------------|
| DPA | 17 Substitutes for EE On Leave | 1823 | Senior Administrative Analyst | 01137615 | Backfill | F | Temp Exempt | 1 |
| DPA | 18 Special Proj - Limited Term | 1406 | Senior Clerk | 01143118 | Vacancy | F | Perm Exempt | 1 |
| DPA | 18 Special Proj - Limited Term | 9920 | Publ Svc Aide-Asst to Prof | 01145524 | Vacancy | F | Temp Exempt | 1 |
| DPA | 16 Temp & Seasonal | 1052 | IS Business Analyst | 01145518 | Vacancy | F | Temp Exempt | 1 |
| DPH | 18 Special Proj - Limited Term | 1824 | Pr Administrative Analyst | 01137885 | Vacancy | F | Perm Exempt | 1 |
| DPH | 18 Special Proj - Limited Term | 1824 | Pr Administrative Analyst | 01137885 | Vacancy | F | Perm Exempt | 1 |
| DPH | 17 Substitutes for EE On Leave | 2586 | Health Worker 2 | 01135063 | Vacancy | F | Temp Exempt | 1 |
| DPH | 18 Special Proj - Limited Term | 1657 | Accountant IV | 01143209 | Vacancy | F | Perm Exempt | 1 |
| DPH | 18 Special Proj - Limited Term | 0941 | Manager VI | 01143807 | Vacancy | F | Temp Exempt | 1 |
| DPH | 18 Special Proj - Limited Term | 9924 | PS Aide Health Services | 01143037 | Vacancy | P | Temp Exempt | 1 |
| DPH | 18 Special Proj - Limited Term | 1652 | Accountant II | 01137060 | Vacancy | F | Perm Exempt | 1 |
| DPH | 18 Special Proj - Limited Term | 1652 | Accountant II | 01144602 | Vacancy | F | Perm Exempt | 1 |
| DPH | 18 Special Proj - Limited Term | 1652 | Accountant II | 01137057 | Vacancy | F | Perm Exempt | 1 |
| DPH | 18 Special Proj - Limited Term | 1652 | Accountant II | 01144603 | Vacancy | F | Perm Exempt | 1 |
| DPH | 16 Temp & Seasonal | 2736 | Porter | 01135903 | Future | A | Temp Exempt | 4 |
| DPH | 18 Special Proj - Limited Term | 1634 | Principal Account Clerk | 01143772 | Mod | F | Perm Exempt | 1 |
| DPH | 18 Special Proj - Limited Term | 1406 | Senior Clerk | 01107476 | Future | F | Perm Exempt | 1 |
| DPH | 18 Special Proj - Limited Term | 1406 | Senior Clerk | 01107476 | Future | F | Perm Exempt | 1 |
| DPH | 16 Temp & Seasonal | 2328 | Nurse Practitioner | 01140761 | Future | A | Temp Exempt | 1 |
| DPH | 16 Temp & Seasonal | 2328 | Nurse Practitioner | 01145417 | Vacancy | A | Temp Exempt | 1 |
| DPH | 16 Temp & Seasonal | 2328 | Nurse Practitioner | 01145418 | Vacancy | A | Temp Exempt | 1 |
| DPH | 16 Temp & Seasonal | 2328 | Nurse Practitioner | 01145419 | Vacancy | A | Temp Exempt | 1 |
| DPH | 16 Temp & Seasonal | 2328 | Nurse Practitioner | 01145420 | Vacancy | A | Temp Exempt | 1 |
| DPH | 16 Temp & Seasonal | 2328 | Nurse Practitioner | 01145421 | Vacancy | A | Temp Exempt | 1 |
| DPH | 16 Temp & Seasonal | 2328 | Nurse Practitioner | 01145422 | Vacancy | A | Temp Exempt | 1 |
| DPH | 16 Temp & Seasonal | 2328 | Nurse Practitioner | 01145423 | Vacancy | A | Temp Exempt | 1 |
| DPH | 16 Temp & Seasonal | 1204 | Senior Personnel Clerk | 01145093 | Vacancy | A | Temp Exempt | 1 |
| DPH | 17 Substitutes for EE On Leave | 1636 | Health Care Billing Clerk 2 | 01134747 | Backfill | F | Temp Exempt | 1 |
| DPH | 18 Special Proj - Limited Term | 2587 | Health Worker 3 | 01135194 | Vacancy | F | Perm Exempt | 1 |
| DPH | 18 Special Proj - Limited Term | 2930 | Behavioral Health Clinician | 01145564 | Vacancy | F | Perm Exempt | 1 |
| DPH | 16 Temp & Seasonal | 2110 | Medical Records Clerk | 01143870 | Vacancy | A | Temp Exempt | 1 |
| DPH | 17 Substitutes for EE On Leave | 1202 | Personnel Clerk | 01136400 | Future | F | Temp Exempt | 1 |
| DPH | 16 Temp & Seasonal | 2409 | Pharmacy Technician | 01075018 | Future | A | Temp Exempt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|-------------------------------|------------|--------------|----------|------------|----------------|
| DPH | 18 Special Proj - Limited Term | 2593 | Health Program Coordinator 3 | 01145077 | Vacancy | F | Temp Exmpt | 1 |
| DPH | 17 Substitutes for EE On Leave | 2908 | Hospital Eligibility Worker | 01118379 | Vacancy | F | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2330 | Anesthetist | 01145090 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 17 Substitutes for EE On Leave | 2903 | Hospital Eligibility Worker | 01025669 | Vacancy | F | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 1406 | Senior Clerk | 01107636 | Vacancy | F | Perm Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2325 | Nurse Midwife | 01145153 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2325 | Nurse Midwife | 01140704 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 1406 | Senior Clerk | 01104041 | Vacancy | F | Perm Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2328 | Nurse Practitioner | 01075016 | Future | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2920 | Medical Social Worker | 01140967 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2604 | Food Service Worker | 01140884 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2604 | Food Service Worker | 01140885 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2736 | Porter | 01144158 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2908 | Sen Hospital Eligibility Wrkr | 01144070 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 17 Substitutes for EE On Leave | 1635 | Health Care Billing Clerk 1 | 01110320 | Backfill | F | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 1406 | Senior Clerk | 01144201 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2903 | Hospital Eligibility Worker | 01144239 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2520 | Morgue Attendant | 01131381 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2520 | Morgue Attendant | 01144283 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 1652 | Accountant II | 01120664 | Future | F | Perm Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2324 | Nursing Supervisor | 01144625 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2324 | Nursing Supervisor | 01144633 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 1406 | Senior Clerk | 01112989 | Vacancy | F | Perm Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 2736 | Porter | 01136146 | Future | F | Perm Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 2736 | Porter | 01136147 | Future | F | Perm Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 2736 | Porter | 01136148 | Future | F | Perm Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 1406 | Senior Clerk | 01126197 | Future | F | Perm Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 1406 | Senior Clerk | 01014842 | Future | F | Perm Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2920 | Medical Social Worker | 01140977 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 0923 | Manager II | 01137841 | Future | P | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 0923 | Manager II | 01137841 | Future | F | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 0923 | Manager II | 01137841 | Mod | P | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 1406 | Senior Clerk | 01112989 | Mod | F | Perm Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|-------------------------------|------------|--------------|----------|------------|----------------|
| DPH | 16 Temp & Seasonal | 2450 | Pharmacist | 01140842 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2920 | Medical Social Worker | 01075061 | Future | A | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 2586 | Health Worker 2 | 01135888 | Vacancy | F | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2328 | Nurse Practitioner | 01140740 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2328 | Nurse Practitioner | 01140742 | Future | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2328 | Nurse Practitioner | 01140738 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 17 Substitutes for EE On Leave | 2312 | Licensed Vocational Nurse | 01122564 | Backfill | F | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2324 | Nursing Supervisor | 01142719 | Future | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2324 | Nursing Supervisor | 01140677 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2324 | Nursing Supervisor | 01140678 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2324 | Nursing Supervisor | 01140681 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2430 | Medical Evaluations Assistant | 01083651 | Mod | A | Temp Exmpt | 3 |
| DPH | 17 Substitutes for EE On Leave | 1429 | Nurses Staffing Assistant | 01123700 | Backfill | P | Perm Exmpt | 1 |
| DPH | 17 Substitutes for EE On Leave | 1429 | Nurses Staffing Assistant | 01116287 | Backfill | F | Temp Exmpt | 1 |
| DPH | 17 Substitutes for EE On Leave | 1429 | Nurses Staffing Assistant | 01123701 | Backfill | P | Temp Exmpt | 1 |
| DPH | 17 Substitutes for EE On Leave | 1429 | Nurses Staffing Assistant | 01123700 | Future | P | Temp Exmpt | 1 |
| DPH | 17 Substitutes for EE On Leave | 2588 | Health Worker 4 | 01088060 | Vacancy | F | Temp Exmpt | 1 |
| DPH | 17 Substitutes for EE On Leave | 0923 | Manager II | 01124654 | Backfill | F | Temp Exmpt | 1 |
| DPH | 17 Substitutes for EE On Leave | 0923 | Manager II | 01124654 | Mod | F | Temp Exmpt | 1 |
| DPH | 17 Substitutes for EE On Leave | 2903 | Hospital Eligibility Worker | 01134997 | Vacancy | F | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2586 | Health Worker 2 | 01145151 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2542 | Speech Pathologist | 01144103 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2618 | Food Service Supervisor | 01144617 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2618 | Food Service Supervisor | 01144618 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2618 | Food Service Supervisor | 01144616 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 2654 | Cook | 01145429 | Vacancy | F | Temp Exmpt | 1 |
| DPH | 17 Substitutes for EE On Leave | 2604 | Food Service Worker | 01088849 | Backfill | F | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 7345 | Electrician | 01144238 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 7355 | Truck Driver | 01144066 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01144110 | Vacancy | F | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 7344 | Carpenter | 01144027 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 2112 | Medical Record Technician | 01144199 | Vacancy | F | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 1635 | Health Care Billing Clerk 1 | 01144200 | Vacancy | F | Temp Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|-------------------------------|------------|--------------|----------|------------|----------------|
| DPH | 18 Special Proj - Limited Term | 1635 | Health Care Billing Clerk 1 | 01144266 | Vacancy | F | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2328 | Nurse Practitioner | 01144087 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 2586 | Health Worker 2 | 01144967 | Vacancy | F | Perm Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 2586 | Health Worker 2 | 01144966 | Vacancy | F | Perm Exmpt | 1 |
| DPH | 17 Substitutes for EE On Leave | 2430 | Medical Evaluations Assistant | 01126109 | Vacancy | P | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 1204 | Senior Personnel Clerk | 01138209 | Future | F | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 0931 | Manager III | 01144977 | Vacancy | F | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 0923 | Manager II | 01145013 | Vacancy | F | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 1241 | Human Resources Analyst | 01138210 | Future | F | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 0941 | Manager VI | 01137251 | Mod | F | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 0932 | Manager IV | 01134725 | Mod | F | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 0932 | Manager IV | 01134725 | Mod | F | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 1312 | Public Information Officer | 01135423 | Vacancy | F | Perm Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01135460 | Mod | F | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 9924 | PS Aide Health Services | 01145114 | Vacancy | P | Perm Exmpt | 1 |
| DPH | 17 Substitutes for EE On Leave | 1044 | IS Engineer-Principal | 01125589 | Backfill | F | Temp Exmpt | 1 |
| DPH | 17 Substitutes for EE On Leave | 1053 | IS Business Analyst-Senior | 01131934 | Vacancy | F | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 1054 | IS Business Analyst-Principal | 01144690 | Vacancy | F | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 1042 | IS Engineer-Journey | 01131916 | Vacancy | F | Perm Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 1053 | IS Business Analyst-Senior | 01139510 | Future | F | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2736 | Porter | 01139935 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01143569 | Vacancy | F | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2409 | Pharmacy Technician | 01144161 | Vacancy | A | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 2930 | Behavioral Health Clinician | 01144167 | Vacancy | F | Temp Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 2593 | Health Program Coordinator 3 | 01132939 | Mod | F | Perm Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 2593 | Health Program Coordinator 3 | 01132939 | Mod | F | Perm Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 2588 | Health Worker 4 | 01144112 | Vacancy | F | Perm Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 0923 | Manager II | 01120255 | Future | F | Perm Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 0923 | Manager II | 01120255 | Future | F | Perm Exmpt | 1 |
| DPH | 18 Special Proj - Limited Term | 2585 | Health Worker 1 | 01114078 | Vacancy | P | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2303 | Patient Care Assistant | 01143113 | Mod | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2303 | Patient Care Assistant | 01143114 | Mod | A | Temp Exmpt | 1 |
| DPH | 16 Temp & Seasonal | 2303 | Patient Care Assistant | 01143115 | Mod | A | Temp Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|-------------------------------|------------|--------------|----------|------------|----------------|
| DPH | 16 Temp & Seasonal | 2303 | Patient Care Assistant | 01143116 | Mod | A | Temp Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 9704 | Employment & Training Spec 3 | 01144364 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 9775 | Sr Community Dev Spec 2 | 01144683 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 9775 | Sr Community Dev Spec 2 | 01144684 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 9774 | Sr. Community Devl Spc 1 | 01145545 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 9774 | Sr. Community Devl Spc 1 | 01145546 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 9774 | Sr. Community Devl Spc 1 | 01144483 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 1450 | Executive Secretary 1 | 01144485 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 5502 | Project Manager 1 | 01144686 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 5502 | Project Manager 1 | 01144685 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 0931 | Manager III | 01144688 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 9775 | Sr Community Dev Spec 2 | 01145505 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 9774 | Sr. Community Devl Spc 1 | 01134750 | Future | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 5502 | Project Manager 1 | 01143904 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 9774 | Sr. Community Devl Spc 1 | 01139739 | Future | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 9775 | Sr Community Dev Spec 2 | 01134940 | Future | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01144209 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 1822 | Administrative Analyst | 01144137 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 9774 | Sr. Community Devl Spc 1 | 01133311 | Future | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 9774 | Sr. Community Devl Spc 1 | 01129864 | Future | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 9774 | Sr. Community Devl Spc 1 | 01133109 | Future | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 0922 | Manager I | 01143792 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 0922 | Manager I | 01143792 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 1820 | Junior Administrative Analyst | 01125333 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 0922 | Manager I | 01123117 | Future | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 0922 | Manager I | 01123117 | Future | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01125332 | Future | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 0931 | Manager III | 01119552 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 0931 | Manager III | 01123226 | Future | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 0931 | Manager III | 01123226 | Future | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 0923 | Manager II | 01116194 | Vacancy | F | Perm Exmpt | 1 |
| ECN | 18 Special Proj - Limited Term | 9775 | Sr Community Dev Spec 2 | 01145506 | Vacancy | F | Perm Exmpt | 1 |
| ENV | 18 Special Proj - Limited Term | 5644 | Principal Environ Specialist | 01110776 | Future | F | Perm Exmpt | 1 |

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| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|-------------------------------|------------|--------------|----------|------------|----------------|
| ENV | 18 Special Proj - Limited Term | 5644 | Principal Environ Specialist | 01110776 | Future | F | Perm Exmpt | 1 |
| ENV | 18 Special Proj - Limited Term | 5644 | Principal Environ Specialist | 01110776 | Future | F | Perm Exmpt | 1 |
| ENV | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01120944 | Future | F | Perm Exmpt | 1 |
| ENV | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01120944 | Future | F | Perm Exmpt | 1 |
| ENV | 16 Temp & Seasonal | 5638 | Environmental Assistant | 01143771 | Future | F | Temp Exmpt | 1 |
| ENV | 18 Special Proj - Limited Term | 5640 | Environmental Spec | 01121236 | Mod | F | Perm Exmpt | 1 |
| ENV | 18 Special Proj - Limited Term | 5642 | Sr. Environmental Spec | 01132965 | Mod | F | Perm Exmpt | 1 |
| ENV | 18 Special Proj - Limited Term | 5642 | Sr. Environmental Spec | 01132965 | Mod | F | Perm Exmpt | 1 |
| ENV | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01124503 | Mod | F | Perm Exmpt | 1 |
| ENV | 18 Special Proj - Limited Term | 5638 | Environmental Assistant | 01119600 | Mod | F | Perm Exmpt | 1 |
| ENV | 16 Temp & Seasonal | 5640 | Environmental Spec | 01145332 | Vacancy | F | Temp Exmpt | 1 |
| ENV | 18 Special Proj - Limited Term | 1310 | Public Relations Assistant | 01120992 | Future | F | Perm Exmpt | 1 |
| ENV | 18 Special Proj - Limited Term | 1310 | Public Relations Assistant | 01120992 | Future | F | Perm Exmpt | 1 |
| ENV | 18 Special Proj - Limited Term | 5638 | Environmental Assistant | 01114276 | Future | F | Perm Exmpt | 1 |
| ENV | 18 Special Proj - Limited Term | 5638 | Environmental Assistant | 01114276 | Future | F | Perm Exmpt | 1 |
| ENV | 18 Special Proj - Limited Term | 5638 | Environmental Assistant | 01114276 | Future | F | Perm Exmpt | 1 |
| ENV | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01116628 | Future | F | Perm Exmpt | 1 |
| ENV | 18 Special Proj - Limited Term | 5638 | Environmental Assistant | 01119600 | Mod | F | Perm Exmpt | 1 |
| ETH | 18 Special Proj - Limited Term | 1042 | IS Engineer-Journey | 01144995 | Vacancy | F | Perm Exmpt | 1 |
| ETH | 18 Special Proj - Limited Term | 1844 | Senior Management Assistant | 01134213 | Future | F | Perm Exmpt | 1 |
| FAM | 18 Special Proj - Limited Term | 0922 | Manager I | 01122591 | Future | F | Perm Exmpt | 1 |
| FAM | 17 Substitutes for EE On Leave | 8202 | Security Guard | 01116437 | Backfill | F | Temp Exmpt | 1 |
| FAM | 16 Temp & Seasonal | 3541 | Curator 1 | 01144972 | Vacancy | F | Temp Exmpt | 1 |
| FAM | 16 Temp & Seasonal | 3302 | Admission Attendant | 01145103 | Vacancy | A | Temp Exmpt | 1 |
| FAM | 17 Substitutes for EE On Leave | 8226 | Museum Guard | 01080835 | Backfill | F | Temp Exmpt | 1 |
| FAM | 17 Substitutes for EE On Leave | 8228 | Museum Sec Supv | 01078451 | Backfill | F | Temp Exmpt | 1 |
| FAM | 17 Substitutes for EE On Leave | 8202 | Security Guard | 01120550 | Backfill | F | Temp Exmpt | 1 |
| FIR | 18 Special Proj - Limited Term | 1044 | IS Engineer-Principal | 01132684 | Future | F | Perm Exmpt | 1 |
| FIR | 18 Special Proj - Limited Term | 1452 | Executive Secretary 2 | 01145016 | Vacancy | F | Perm Exmpt | 1 |
| FIR | 18 Special Proj - Limited Term | 0952 | Dep Dir II | 01131905 | Future | F | Perm Exmpt | 1 |
| FIR | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01145272 | Vacancy | F | Perm Exmpt | 1 |
| FIR | 18 Special Proj - Limited Term | 1652 | Accountant II | 01104938 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1041 | IS Engineer-Assistant | 01134532 | Vacancy | F | Perm Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|-------------------------------|------------|--------------|----------|------------|----------------|
| GSA | 18 Special Proj - Limited Term | 1044 | IS Engineer-Principal | 01133845 | Future | F | Perm Exmpt | 1 |
| GSA | 17 Substitutes for EE On Leave | 1324 | Customer Service Agent | 01095970 | Backfill | F | Temp Exmpt | 1 |
| GSA | 17 Substitutes for EE On Leave | 1324 | Customer Service Agent | 01093438 | Backfill | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1324 | Customer Service Agent | 01133588 | Backfill | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5278 | Planner 2 | 01125068 | Mod | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 0932 | Manager IV | 01121165 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1824 | Pr Administrative Analyst | 01114695 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1840 | Junior Management Assistant | 01128131 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01123587 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1824 | Pr Administrative Analyst | 01128130 | Future | F | Perm Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 1402 | Junior Clerk | 01130745 | Vacancy | A | Temp Exmpt | 1 |
| GSA | 17 Substitutes for EE On Leave | 8108 | Senior Legal Process Clerk | 01027301 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 1408 | Principal Clerk | 01137366 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9920 | Publ Svc Aide-Asst to Prof | 01122903 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9920 | Publ Svc Aide-Asst to Prof | 01122902 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 1842 | Management Assistant | 01108000 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 1822 | Administrative Analyst | 01129867 | Future | F | Temp Exmpt | 2 |
| GSA | 18 Special Proj - Limited Term | 9920 | Publ Svc Aide-Asst to Prof | 01138738 | Vacancy | U | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 0953 | Dep Dir III | 01088084 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5506 | Project Manager 3 | 01134206 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5502 | Project Manager 1 | 01110790 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5207 | Assoc Engineer | 01128036 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5207 | Assoc Engineer | 01114972 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5207 | Assoc Engineer | 01128056 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01133263 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1070 | IS Project Director | 01131336 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1010 | Information Systems Trainee | 01145116 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1010 | Information Systems Trainee | 01145117 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1010 | Information Systems Trainee | 01145118 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1010 | Information Systems Trainee | 01145119 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1051 | IS Business Analyst-Assistant | 01131334 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1070 | IS Project Director | 01132973 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 17 Substitutes for EE On Leave | 7514 | General Laborer | 01026177 | Backfill | F | Temp Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|------------------------------|------------|--------------|----------|------------|----------------|
| GSA | 16 Temp & Seasonal | 7355 | Truck Driver | 01140099 | Mod | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7355 | Truck Driver | 01140100 | Mod | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7355 | Truck Driver | 01140101 | Mod | A | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01138324 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01138327 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01138333 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01140041 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01140048 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01140051 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01140070 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 17 Substitutes for EE On Leave | 1704 | Communications Dispatcher 1 | 01128002 | Backfill | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145458 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145459 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145460 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145461 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145462 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145463 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145464 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145465 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145466 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145467 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145458 | Mod | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145459 | Mod | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145460 | Mod | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145461 | Mod | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145462 | Mod | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145463 | Mod | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145464 | Mod | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145465 | Mod | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145466 | Mod | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145467 | Mod | A | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01138936 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01138939 | Vacancy | F | Temp Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|--------------------------------|------------|--------------|----------|------------|----------------|
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01138947 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01138950 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01138956 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01138957 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01138960 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01138961 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01138971 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01138972 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01138934 | Future | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01138504 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01138506 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 17 Substitutes for EE On Leave | 7514 | General Laborer | 01032724 | Backfill | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 3435 | Urban Forestry Inspector | 01145342 | Vacancy | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 3435 | Urban Forestry Inspector | 01145342 | Mod | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01129824 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01129491 | Mod | A | Temp Exmpt | 20 |
| GSA | 18 Special Proj - Limited Term | 1053 | IS Business Analyst-Senior | 01018442 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1044 | IS Engineer-Principal | 01126734 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1043 | IS Engineer-Senior | 01108144 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1043 | IS Engineer-Senior | 01120703 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5380 | StdntDsgnTrain1, Arch/Eng/Plng | 01144604 | Vacancy | P | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1041 | IS Engineer-Assistant | 01144667 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1043 | IS Engineer-Senior | 01053541 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 7432 | Electrical Line Helper | 01132327 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 7432 | Electrical Line Helper | 01074925 | Future | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7362 | Communications Systems Tech | 01144974 | Vacancy | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7362 | Communications Systems Tech | 01144975 | Vacancy | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7362 | Communications Systems Tech | 01144976 | Vacancy | A | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5382 | StdntDsgnTrain3, Arch/Eng/Pln | 01081720 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5382 | StdntDsgnTrain3, Arch/Eng/Plng | 01130901 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5382 | StdntDsgnTrain3, Arch/Eng/Plng | 01133423 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 7308 | Cable Splicer | 01133271 | Future | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 7308 | Cable Splicer | 01136120 | Future | F | Temp Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|--------------------------------|------------|--------------|----------|------------|----------------|
| GSA | 18 Special Proj - Limited Term | 7338 | Electrical Line Worker | 01127899 | Future | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 7338 | Electrical Line Worker | 01127900 | Future | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5382 | StdntDsgnTrain3, Arch/Eng/Plng | 01132408 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 7368 | Senior Comm Systems Technican | 01129678 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5382 | StdntDsgnTrain3, Arch/Eng/Plng | 01116229 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5504 | Project Manager 2 | 01131250 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 0932 | Manager IV | 01113658 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01144609 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01144610 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01144611 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1043 | Senior UX Designer | 01138878 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 0932 | Manager IV | 01130964 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 0932 | Manager IV | 01134988 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01132606 | Future | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01127826 | Future | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01127825 | Future | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01127632 | Future | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01132606 | Future | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01127826 | Future | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01127632 | Future | F | Temp Exmpt | 1 |
| GSA | 17 Substitutes for EE On Leave | 2992 | Contract Compliance Officer 1 | 01121153 | Backfill | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01127015 | Vacancy | U | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1241 | Human Resources Analyst | 01120674 | Future | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1224 | Pr Payroll & Personnel Clerk | 01098255 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 17 Substitutes for EE On Leave | 1244 | Senior Human Resources Analyst | 01118892 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 17 Substitutes for EE On Leave | 1222 | Sr Payroll & Personnel Clerk | 01121713 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01134172 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1634 | Principal Account Clerk | 01046717 | Future | F | Perm Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 1222 | Sr Payroll & Personnel Clerk | 01094920 | Backfill | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9920 | Publ Svc Aide-Asst to Prof | 01138748 | Future | U | Temp Exmpt | 1 |
| GSA | 17 Substitutes for EE On Leave | 1824 | Pr Administrative Analyst | 01095527 | Backfill | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9770 | Community Development Asst | 01143337 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01134172 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1232 | Training Officer | 01144722 | Vacancy | F | Perm Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|--------------------------------|------------|--------------|----------|------------|----------------|
| GSA | 17 Substitutes for EE On Leave | 1244 | Senior Human Resources Analyst | 01096263 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 1244 | Senior Human Resources Analyst | 01123234 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1634 | Principal Account Clerk | 01046717 | Future | F | Perm Exmpt | 1 |
| GSA | 17 Substitutes for EE On Leave | 1244 | Senior Human Resources Analyst | 01096263 | Mod | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1232 | Training Officer | 01144722 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 0922 | Manager I | 01119045 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01118868 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 17 Substitutes for EE On Leave | 2708 | Custodian | 01124800 | Backfill | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7334 | Stationary Engineer | 01127117 | Future | F | Temp Exmpt | 7 |
| GSA | 18 Special Proj - Limited Term | 0922 | Manager I | 01125072 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1840 | Junior Management Assistant | 01128141 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01128150 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9251 | Public Relations Mgr | 01124707 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 7205 | Chief Stationary Engineer | 01139644 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 0922 | Manager I | 01119045 | Vacancy | F | Temp Exmpt | 2 |
| GSA | 18 Special Proj - Limited Term | 6323 | Permit Technician III | 01144073 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 6323 | Permit Technician III | 01144072 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1302 | Customer Service Rep Trainee | 01145337 | Vacancy | A | Temp Exmpt | 5 |
| GSA | 18 Special Proj - Limited Term | 1302 | Customer Service Rep Trainee | 01145336 | Vacancy | A | Temp Exmpt | 5 |
| GSA | 17 Substitutes for EE On Leave | 2708 | Custodian | 01105467 | Backfill | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 1823 | Senior Administrative Analyst | 01138887 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7334 | Stationary Engineer | 01127117 | Future | F | Temp Exmpt | 9 |
| GSA | 16 Temp & Seasonal | 7334 | Stationary Engineer | 01127117 | Future | F | Temp Exmpt | 11 |
| GSA | 16 Temp & Seasonal | 7334 | Stationary Engineer | 01075596 | Vacancy | A | Temp Exmpt | 1 |
| GSA | 17 Substitutes for EE On Leave | 2708 | Custodian | 01118085 | Backfill | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 6335 | Disability Access Coordinator | 01125893 | Future | F | Perm Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7227 | Cement Finisher Supervisor 1 | 01144061 | Vacancy | A | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 7398 | Apprentice Cement Mason I | 01123325 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 7398 | Apprentice Cement Mason I | 01123326 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 7398 | Apprentice Cement Mason I | 01123327 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 7398 | Apprentice Cement Mason I | 01123328 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 7393 | Soft Floor Coverer | 01133250 | Future | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 7393 | Soft Floor Coverer | 01133251 | Future | F | Temp Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|--------------------------------|------------|--------------|----------|------------|----------------|
| GSA | 16 Temp & Seasonal | 7348 | Steamfitter | 01139129 | Mod | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 7347 | Plumber | 01127357 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 7347 | Plumber | 01134521 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7344 | Carpenter | 01145319 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7344 | Carpenter | 01145320 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7344 | Carpenter | 01145321 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7393 | Soft Floor Coverer | 01109215 | Mod | A | Temp Exmpt | 6 |
| GSA | 18 Special Proj - Limited Term | 1820 | Junior Administrative Analyst | 00313216 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01127779 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1822 | Administrative Analyst | 01089135 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5620 | Regulatory Specialist | 01137223 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5620 | Regulatory Specialist | 01128075 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 6138 | Industrial Hygienist | 01144505 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1822 | Administrative Analyst | 01109274 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1822 | Administrative Analyst | 01144513 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5602 | Utility Specialist | 01110475 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5382 | StdntDsgnTrain3, Arch/Eng/Plng | 01139727 | Future | U | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5364 | Engineering Associate 1 | 01128050 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5241 | Engineer | 01128045 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01140381 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1822 | Administrative Analyst | 01128021 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 0933 | Manager V | 01136640 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01137321 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 1402 | Junior Clerk | 01130707 | Mod | P | Temp Exmpt | 20 |
| GSA | 18 Special Proj - Limited Term | 6230 | Street Inspector | 01122924 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 6230 | Street Inspector | 01122833 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1820 | Junior Administrative Analyst | 01085164 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5508 | Project Manager 4 | 01108067 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 5201 | Junior Engineer | 01125221 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145400 | Vacancy | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145401 | Vacancy | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145402 | Vacancy | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145403 | Vacancy | A | Temp Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|--------------------------------|------------|--------------|----------|------------|----------------|
| GSA | 16 Temp & Seasonal | 7514 | General Laborer | 01145404 | Vacancy | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 1823 | Senior Administrative Analyst | 01134185 | Vacancy | F | Temp Exmpt | 2 |
| GSA | 16 Temp & Seasonal | 1822 | Administrative Analyst | 01127363 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1950 | Assistant Purchaser | 01070992 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1929 | Parts Storekeeper | 01122435 | Future | F | Perm Exmpt | 1 |
| GSA | 17 Substitutes for EE On Leave | 7313 | Automotive Machinist | 01118331 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 9940 | Pre-Appren Automotive Mechanic | 01143259 | Vacancy | A | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 7264 | Auto Body & Fender Wrk Sprv 1 | 01144744 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 17 Substitutes for EE On Leave | 7381 | Automotive Mechanic | 01109620 | Backfill | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1820 | Junior Administrative Analyst | 01144282 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1820 | Junior Administrative Analyst | 01144281 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1824 | Pr Administrative Analyst | 01131757 | Future | F | Temp Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1820 | Junior Administrative Analyst | 01144281 | Future | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1822 | Administrative Analyst | 01087005 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1033 | IS Trainer-Senior | 01121951 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1095 | IT Operations Support Admin V | 01118177 | Vacancy | F | Perm Exmpt | 1 |
| GSA | 18 Special Proj - Limited Term | 1250 | Recruiter | 01133373 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 1823 | Senior Administrative Analyst | 01131193 | Vacancy | F | Temp Exmpt | 1 |
| GSA | 16 Temp & Seasonal | 2292 | Shelter Veterinarian | 01104977 | Future | A | Temp Exmpt | 2 |
| GSA | 16 Temp & Seasonal | 3370 | Animal Care Attendant | 01137712 | Vacancy | A | Temp Exmpt | 3 |
| GSA | 16 Temp & Seasonal | 3372 | Animal Control Officer | 01114310 | Future | F | Temp Exmpt | 3 |
| GSA | 18 Special Proj - Limited Term | 2456 | Asst Forensic Toxicologist 1 | 01077103 | Mod | A | Temp Exmpt | 3 |
| GSA | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01127283 | Vacancy | U | Temp Exmpt | 2 |
| GSA | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01127283 | Future | U | Temp Exmpt | 3 |
| GSA | 16 Temp & Seasonal | 2598 | Asst Med Examiner | 01124353 | Future | A | Temp Exmpt | 2 |
| HOM | 16 Temp & Seasonal | 1822 | Administrative Analyst | 01144264 | Vacancy | F | Temp Exmpt | 1 |
| HOM | 18 Special Proj - Limited Term | 1824 | Pr Administrative Analyst | 01137196 | Future | F | Perm Exmpt | 1 |
| HOM | 16 Temp & Seasonal | 1241 | Human Resources Analyst | 01140315 | Vacancy | F | Temp Exmpt | 1 |
| HOM | 18 Special Proj - Limited Term | 1824 | Pr Administrative Analyst | 01134207 | Vacancy | F | Perm Exmpt | 1 |
| HOM | 16 Temp & Seasonal | 2588 | Health Worker 4 | 01144119 | Vacancy | F | Temp Exmpt | 1 |
| HOM | 16 Temp & Seasonal | 2586 | Health Worker 2 | 01144118 | Vacancy | A | Temp Exmpt | 2 |
| HOM | 17 Substitutes for EE On Leave | 2587 | Health Worker 3 | 01116193 | Future | F | Temp Exmpt | 1 |
| HOM | 18 Special Proj - Limited Term | 0923 | Manager II | 01134112 | Future | F | Perm Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|---------------------------------|------------|--------------|----------|------------|----------------|
| HOM | 18 Special Proj - Limited Term | 0931 | Manager III | 01137199 | Vacancy | F | Perm Exmpt | 1 |
| HOM | 18 Special Proj - Limited Term | 2917 | Program Support Analyst | 01134755 | Future | F | Temp Exmpt | 1 |
| HOM | 18 Special Proj - Limited Term | 2905 | HSA Sr Eligibility Worker | 01131479 | Vacancy | F | Perm Exmpt | 1 |
| HOM | 18 Special Proj - Limited Term | 2905 | HSA Sr Eligibility Worker | 01108907 | Vacancy | F | Perm Exmpt | 1 |
| HOM | 17 Substitutes for EE On Leave | 2587 | Health Worker 3 | 01125820 | Vacancy | F | Temp Exmpt | 1 |
| HOM | 17 Substitutes for EE On Leave | 2587 | Health Worker 3 | 01109168 | Vacancy | F | Temp Exmpt | 1 |
| HOM | 16 Temp & Seasonal | 2586 | Health Worker 2 | 01144118 | Future | F | Temp Exmpt | 2 |
| HOM | 18 Special Proj - Limited Term | 0931 | Manager III | 01137907 | Vacancy | F | Perm Exmpt | 1 |
| HRC | 16 Temp & Seasonal | 1408 | Principal Clerk | 01140263 | Vacancy | F | Temp Exmpt | 1 |
| HRC | 16 Temp & Seasonal | 1452 | Executive Secretary 2 | 01144225 | Vacancy | F | Temp Exmpt | 1 |
| HRC | 16 Temp & Seasonal | 2996 | Rep, Human Rights Comm | 01144668 | Vacancy | F | Temp Exmpt | 1 |
| HRC | 16 Temp & Seasonal | 2996 | Rep, Human Rights Comm | 01144669 | Vacancy | F | Temp Exmpt | 1 |
| HRC | 16 Temp & Seasonal | 2996 | Rep, Human Rights Comm | 01145015 | Vacancy | F | Temp Exmpt | 1 |
| HRC | 18 Special Proj - Limited Term | 0922 | Manager I | 01145040 | Vacancy | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1657 | Accountant IV | 01080522 | Future | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 0923 | Manager II | 01135415 | Vacancy | F | Temp Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1282 | Manager, Employee Relations Div | 01144713 | Vacancy | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1280 | Employee Relations Representat | 01122319 | Future | F | Perm Exmpt | 1 |
| HRD | 17 Substitutes for EE On Leave | 1404 | Clerk | 01129619 | Vacancy | F | Temp Exmpt | 1 |
| HRD | 16 Temp & Seasonal | 1244 | Senior Personnel Analyst | 01122734 | Future | F | Temp Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1246 | Prin Human Resources Analyst | 01144714 | Vacancy | F | Perm Exmpt | 1 |
| HRD | 17 Substitutes for EE On Leave | 1244 | Senior Personnel Analyst | 01096229 | Future | F | Temp Exmpt | 1 |
| HRD | 17 Substitutes for EE On Leave | 1244 | Senior Personnel Analyst | 01117204 | Vacancy | F | Temp Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1246 | Prin Human Resources Analyst | 01145626 | Vacancy | F | Temp Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 2322 | Nurse Manager | 01133651 | Future | P | Temp Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 0931 | Manager III | 01139993 | Vacancy | F | Temp Exmpt | 1 |
| HRD | 16 Temp & Seasonal | 1094 | IT Operations Support Admin IV | 01144840 | Vacancy | F | Temp Exmpt | 1 |
| HRD | 17 Substitutes for EE On Leave | 8141 | Worker's Compensation Adjuste | 01063871 | Future | F | Temp Exmpt | 1 |
| HRD | 17 Substitutes for EE On Leave | 8141 | Worker's Compensation Adjuste | 01063871 | Backfill | F | Temp Exmpt | 1 |
| HRD | 17 Substitutes for EE On Leave | 1250 | Recruiter | 01132164 | Vacancy | F | Temp Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133695 | Vacancy | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133698 | Vacancy | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133707 | Vacancy | F | Perm Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|------------------------------|------------|--------------|----------|------------|----------------|
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133708 | Vacancy | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133709 | Vacancy | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133710 | Vacancy | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133711 | Vacancy | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133694 | Future | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133696 | Future | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133697 | Future | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133699 | Future | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133700 | Future | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133701 | Future | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133702 | Future | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133703 | Future | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133704 | Future | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133705 | Future | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133706 | Future | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 1801 | Analyst Trainee | 01133712 | Future | F | Perm Exmpt | 1 |
| HRD | 18 Special Proj - Limited Term | 0922 | Manager I | 01128963 | Vacancy | F | Perm Exmpt | 1 |
| HRD | 16 Temp & Seasonal | 9979 | Labor and Employment Advisor | 01134877 | Vacancy | A | Temp Exmpt | 2 |
| HRD | 17 Substitutes for EE On Leave | 1241 | Human Resources Analyst | 01136109 | Future | F | Temp Exmpt | 1 |
| HSA | 17 Substitutes for EE On Leave | 2940 | Protective Services Worker | 01086635 | Backfill | F | Temp Exmpt | 1 |
| HSA | 17 Substitutes for EE On Leave | 1822 | Administrative Analyst | 01095610 | Backfill | F | Temp Exmpt | 1 |
| HSA | 17 Substitutes for EE On Leave | 2904 | Human Services Technician | 01061339 | Backfill | F | Temp Exmpt | 1 |
| HSA | 17 Substitutes for EE On Leave | 2914 | Social Work Supervisor | 01108816 | Backfill | F | Temp Exmpt | 1 |
| HSA | 17 Substitutes for EE On Leave | 2920 | Medical Social Worker | 01087444 | Backfill | F | Temp Exmpt | 1 |
| HSA | 18 Special Proj - Limited Term | 2920 | Medical Social Worker | 01129568 | Vacancy | F | Temp Exmpt | 1 |
| HSA | 17 Substitutes for EE On Leave | 4230 | Estate Investigator | 01116953 | Backfill | F | Temp Exmpt | 1 |
| HSA | 17 Substitutes for EE On Leave | 1632 | Senior Account Clerk | 01110325 | Backfill | F | Temp Exmpt | 1 |
| HSA | 17 Substitutes for EE On Leave | 1204 | Senior Personnel Clerk | 01119576 | Vacancy | F | Temp Exmpt | 1 |
| HSA | 17 Substitutes for EE On Leave | 1241 | Personnel Analyst | 01123355 | Backfill | F | Temp Exmpt | 1 |
| HSA | 17 Substitutes for EE On Leave | 1224 | Pr Payroll & Personnel Clerk | 01131408 | Backfill | F | Temp Exmpt | 1 |
| HSA | 17 Substitutes for EE On Leave | 1404 | Clerk | 01035867 | Backfill | F | Temp Exmpt | 1 |
| HSA | 17 Substitutes for EE On Leave | 1404 | Clerk | 01114895 | Backfill | F | Temp Exmpt | 1 |
| HSA | 17 Substitutes for EE On Leave | 7524 | Institution Utility Worker | 01050505 | Vacancy | F | Temp Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|-------------------------------|------------|--------------|----------|------------|----------------|
| HSA | 18 Special Proj - Limited Term | 2918 | HSA Social Worker | 01129126 | Vacancy | F | Temp Exmpt | 1 |
| HSA | 18 Special Proj - Limited Term | 1053 | IS Business Analyst-Senior | 01083401 | Vacancy | F | Temp Exmpt | 1 |
| HSA | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01145405 | Vacancy | F | Temp Exmpt | 1 |
| HSA | 18 Special Proj - Limited Term | 0923 | Manager II | 01133441 | Vacancy | F | Temp Exmpt | 1 |
| HSA | 18 Special Proj - Limited Term | 2916 | Social Work Specialist | 01112724 | Future | F | Temp Exmpt | 1 |
| HSA | 17 Substitutes for EE On Leave | 2940 | Protective Services Worker | 01091771 | Vacancy | F | Temp Exmpt | 1 |
| HSA | 18 Special Proj - Limited Term | 2904 | Human Services Technician | 01144359 | Vacancy | F | Temp Exmpt | 1 |
| HSA | 17 Substitutes for EE On Leave | 1426 | Senior Clerk Typist | 01045006 | Backfill | F | Temp Exmpt | 1 |
| HSA | 17 Substitutes for EE On Leave | 2916 | Social Work Specialist | 01118926 | Backfill | F | Temp Exmpt | 1 |
| HSA | 18 Special Proj - Limited Term | 9916 | Public Svc Aide-Public Works | 01130932 | Vacancy | F | Temp Exmpt | 20 |
| HSA | 18 Special Proj - Limited Term | 1402 | Junior Clerk | 01144333 | Vacancy | F | Perm Exmpt | 1 |
| HSA | 18 Special Proj - Limited Term | 1402 | Junior Clerk | 01144334 | Vacancy | F | Perm Exmpt | 1 |
| HSA | 18 Special Proj - Limited Term | 1402 | Junior Clerk | 01144335 | Vacancy | F | Perm Exmpt | 1 |
| HSA | 18 Special Proj - Limited Term | 1402 | Junior Clerk | 01144339 | Vacancy | F | Perm Exmpt | 1 |
| HSA | 18 Special Proj - Limited Term | 1402 | Junior Clerk | 01144336 | Vacancy | F | Perm Exmpt | 1 |
| HSA | 18 Special Proj - Limited Term | 1402 | Junior Clerk | 01144338 | Vacancy | F | Perm Exmpt | 1 |
| HSA | 18 Special Proj - Limited Term | 1402 | Junior Clerk | 01144337 | Vacancy | F | Perm Exmpt | 1 |
| HSA | 18 Special Proj - Limited Term | 2905 | HSA Sr Eligibility Worker | 01130974 | Vacancy | F | Temp Exmpt | 7 |
| HSA | 18 Special Proj - Limited Term | 1404 | Clerk | 01115293 | Vacancy | F | Temp Exmpt | 5 |
| HSA | 18 Special Proj - Limited Term | 2913 | Program Specialist | 01115301 | Vacancy | F | Temp Exmpt | 1 |
| HSS | 16 Temp & Seasonal | 1813 | Senior Benefits Analyst | 01143119 | Mod | F | Temp Exmpt | 1 |
| HSS | 16 Temp & Seasonal | 1209 | Benefits Technician | 01133831 | Mod | A | Temp Exmpt | 1 |
| HSS | 16 Temp & Seasonal | 1209 | Benefits Technician | 01133832 | Vacancy | A | Temp Exmpt | 1 |
| HSS | 18 Special Proj - Limited Term | 0931 | Manager III | 01135410 | Vacancy | F | Perm Exmpt | 1 |
| HSS | 18 Special Proj - Limited Term | 1813 | Senior Benefits Analyst | 01143119 | Future | F | Perm Exmpt | 1 |
| JUV | 16 Temp & Seasonal | 8320 | Counselor, Juvenile Hall | 01081435 | Mod | A | Temp Exmpt | 23 |
| JUV | 16 Temp & Seasonal | 8320 | Counselor, Juvenile Hall | 01118996 | Mod | A | Temp Exmpt | 22 |
| JUV | 16 Temp & Seasonal | 2604 | Food Service Worker | 01078880 | Mod | A | Temp Exmpt | 5 |
| JUV | 16 Temp & Seasonal | 2654 | Cook | 01073515 | Mod | A | Temp Exmpt | 3 |
| JUV | 16 Temp & Seasonal | 2654 | Cook | 01081430 | Mod | A | Temp Exmpt | 1 |
| JUV | 16 Temp & Seasonal | 8320 | Counselor, Juvenile Hall | 01058064 | Mod | A | Temp Exmpt | 1 |
| JUV | 16 Temp & Seasonal | 8320 | Counselor, Juvenile Hall | 01081434 | Mod | A | Temp Exmpt | 3 |
| JUV | 16 Temp & Seasonal | 8320 | Counselor, Juvenile Hall | 01075387 | Mod | A | Temp Exmpt | 2 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|---------------------------------|------------|--------------|----------|------------|----------------|
| JUV | 16 Temp & Seasonal | 8320 | Counselor, Juvenile Hall | 01073523 | Mod | A | Temp Exmpt | 3 |
| JUV | 16 Temp & Seasonal | 2736 | Porter | 01104714 | Mod | A | Temp Exmpt | 2 |
| JUV | 16 Temp & Seasonal | 8564 | Counselor, Log Cabin Rnch SFERS | 01119017 | Mod | A | Temp Exmpt | 7 |
| JUV | 16 Temp & Seasonal | 8321 | Counselor, Log Cabin Ranch | 01081436 | Mod | A | Temp Exmpt | 5 |
| JUV | 18 Special Proj - Limited Term | 1657 | Accountant IV | 01144691 | Vacancy | F | Temp Exmpt | 1 |
| JUV | 16 Temp & Seasonal | 8316 | Assistant Counselor | 01090560 | Mod | A | Temp Exmpt | 3 |
| LIB | 17 Substitutes for EE On Leave | 1232 | Training Officer | 01096910 | Backfill | F | Temp Exmpt | 1 |
| LIB | 18 Special Proj - Limited Term | 9920 | Publ Svc Aide-Asst to Prof | 01125571 | Vacancy | P | Temp Exmpt | 1 |
| LIB | 17 Substitutes for EE On Leave | 8207 | Bldg & Grounds Patrol Officer | 01092904 | Backfill | F | Temp Exmpt | 1 |
| LIB | 17 Substitutes for EE On Leave | 2708 | Custodian | 01059222 | Backfill | F | Temp Exmpt | 1 |
| LIB | 17 Substitutes for EE On Leave | 2708 | Custodian | 01094956 | Backfill | P | Temp Exmpt | 1 |
| LIB | 17 Substitutes for EE On Leave | 2708 | Custodian | 01115337 | Backfill | P | Temp Exmpt | 1 |
| LIB | 16 Temp & Seasonal | 3374 | Volunteer/Outreach Coord | 01145073 | Vacancy | F | Temp Exmpt | 1 |
| LIB | 17 Substitutes for EE On Leave | 7334 | Stationary Engineer | 01015668 | Backfill | F | Temp Exmpt | 1 |
| LIB | 17 Substitutes for EE On Leave | 7334 | Stationary Engineer | 01094320 | Backfill | F | Temp Exmpt | 1 |
| LIB | 18 Special Proj - Limited Term | 1202 | Personnel Clerk | 01145072 | Vacancy | F | Temp Exmpt | 1 |
| LIB | 17 Substitutes for EE On Leave | 1241 | Personnel Analyst | 01099152 | Vacancy | F | Temp Exmpt | 1 |
| LIB | 16 Temp & Seasonal | 2708 | Custodian | 01133284 | Vacancy | A | Temp Exmpt | 20 |
| MYR | 16 Temp & Seasonal | 9774 | Sr. Community Devl Spc 1 | 01133295 | Future | F | Temp Exmpt | 1 |
| MYR | 16 Temp & Seasonal | 9770 | Community Development Asst | 01133362 | Future | F | Temp Exmpt | 1 |
| MYR | 16 Temp & Seasonal | 9774 | Sr. Community Devl Spc 1 | 01144057 | Vacancy | F | Temp Exmpt | 1 |
| MYR | 18 Special Proj - Limited Term | 9772 | Community Development Spec | 01144993 | Vacancy | F | Temp Exmpt | 1 |
| MYR | 18 Special Proj - Limited Term | 9774 | Sr. Community Devl Spc 1 | 01144994 | Vacancy | F | Temp Exmpt | 1 |
| MYR | 18 Special Proj - Limited Term | 9770 | Community Development Asst | 01144979 | Vacancy | F | Temp Exmpt | 1 |
| MYR | 18 Special Proj - Limited Term | 9772 | Community Development Spec | 01144971 | Vacancy | F | Temp Exmpt | 1 |
| MYR | 18 Special Proj - Limited Term | 0922 | Manager I | 01144705 | Vacancy | F | Perm Exmpt | 1 |
| MYR | 18 Special Proj - Limited Term | 9774 | Sr. Community Devl Spc 1 | 01145128 | Vacancy | F | Perm Exmpt | 1 |
| MYR | 18 Special Proj - Limited Term | 9772 | Community Development Spec | 01143762 | Future | F | Perm Exmpt | 1 |
| MYR | 18 Special Proj - Limited Term | 9775 | Sr Community Dev Spec 2 | 01145127 | Vacancy | F | Perm Exmpt | 1 |
| MYR | 18 Special Proj - Limited Term | 9774 | Sr. Community Devl Spc 1 | 01143761 | Future | F | Perm Exmpt | 1 |
| MYR | 18 Special Proj - Limited Term | 9772 | Community Development Spec | 01145124 | Vacancy | F | Temp Exmpt | 1 |
| MYR | 18 Special Proj - Limited Term | 9774 | Sr. Community Devl Spc 1 | 01145125 | Vacancy | F | Temp Exmpt | 1 |
| PDR | 18 Special Proj - Limited Term | 8173 | Legal Assistant | 01137037 | Future | F | Perm Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|--------------------------------|------------|--------------|----------|------------|----------------|
| POL | 16 Temp & Seasonal | 1229 | Special Examiner | 01144276 | Vacancy | A | Temp Exmpt | 1 |
| POL | 16 Temp & Seasonal | 1229 | Special Examiner | 01144277 | Vacancy | A | Temp Exmpt | 1 |
| POL | 16 Temp & Seasonal | 1229 | Special Examiner | 01144278 | Vacancy | A | Temp Exmpt | 1 |
| POL | 16 Temp & Seasonal | 1229 | Special Examiner | 01144279 | Vacancy | A | Temp Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 1452 | Executive Secretary 2 | 01145007 | Vacancy | F | Perm Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 0395 | Assistant Chief of Police | 01144998 | Vacancy | F | Temp Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 1054 | IS Business Analyst-Principal | 01145050 | Vacancy | F | Temp Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 1250 | Recruiter | 01144439 | Vacancy | F | Perm Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 1250 | Recruiter | 01144440 | Vacancy | F | Perm Exmpt | 1 |
| POL | 16 Temp & Seasonal | 1229 | Special Examiner | 01077606 | Vacancy | A | Temp Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01124276 | Vacancy | F | Perm Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 0922 | Manager I | 01145313 | Vacancy | F | Temp Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 1244 | Senior Human Resources Analyst | 01145389 | Vacancy | F | Perm Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 1244 | Senior Human Resources Analyst | 01145390 | Vacancy | F | Perm Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 1244 | Senior Human Resources Analyst | 01145391 | Vacancy | F | Perm Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 1244 | Senior Human Resources Analyst | 01145392 | Vacancy | F | Perm Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 1244 | Senior Human Resources Analyst | 01145394 | Vacancy | F | Perm Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 1244 | Senior Human Resources Analyst | 01145395 | Vacancy | F | Perm Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 1942 | Asst Materials Coordinator | 01144438 | Vacancy | F | Perm Exmpt | 1 |
| POL | 16 Temp & Seasonal | 1064 | IS Prg Analyst-Principal | 01145113 | Vacancy | F | Temp Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 7120 | Bldgs & Grounds Maint Supt | 01139453 | Vacancy | F | Perm Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 1766 | Media Production Tech | 01131676 | Vacancy | F | Perm Exmpt | 1 |
| POL | 17 Substitutes for EE On Leave | 7410 | Automotive Service Worker | 01000970 | Backfill | F | Perm Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 8274 | Police Cadet | 01127668 | Vacancy | P | Temp Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 8274 | Police Cadet | 01127683 | Vacancy | P | Temp Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 8274 | Police Cadet | 01127684 | Vacancy | P | Temp Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 8274 | Police Cadet | 01127689 | Vacancy | P | Temp Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 8274 | Police Cadet | 01133007 | Vacancy | P | Temp Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 8274 | Police Cadet | 01121755 | Vacancy | P | Temp Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 8274 | Police Cadet | 01127691 | Vacancy | P | Temp Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 8274 | Police Cadet | 01127694 | Vacancy | P | Temp Exmpt | 1 |
| POL | 18 Special Proj - Limited Term | 8274 | Police Cadet | 01133011 | Vacancy | P | Temp Exmpt | 1 |
| POL | 17 Substitutes for EE On Leave | 8217 | Comm Pol Svcs Aide Supervisor | 01131685 | Backfill | F | Temp Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|--------------------------------|------------|--------------|----------|------------|----------------|
| POL | 17 Substitutes for EE On Leave | 9209 | Community Police Services Aide | 01113999 | Backfill | F | Perm Exmpt | 1 |
| PRT | 18 Special Proj - Limited Term | 5382 | StdntDsgnTrain3, Arch/Eng/Plng | 01126608 | Vacancy | A | Temp Exmpt | 2 |
| PRT | 18 Special Proj - Limited Term | 5382 | StdntDsgnTrain3, Arch/Eng/Pln | 01108240 | Mod | A | Temp Exmpt | 2 |
| PRT | 18 Special Proj - Limited Term | 1652 | Accountant II | 01029100 | Future | F | Perm Exmpt | 1 |
| PRT | 18 Special Proj - Limited Term | 0922 | Manager I | 01051937 | Vacancy | F | Perm Exmpt | 1 |
| PRT | 18 Special Proj - Limited Term | 0922 | Manager I | 01135140 | Future | F | Perm Exmpt | 1 |
| PRT | 18 Special Proj - Limited Term | 7347 | Plumber | 01136880 | Vacancy | F | Perm Exmpt | 1 |
| PRT | 18 Special Proj - Limited Term | 7347 | Plumber | 01136881 | Vacancy | F | Perm Exmpt | 1 |
| PRT | 18 Special Proj - Limited Term | 5299 | Planner 4-Environmental Review | 01139676 | Vacancy | F | Perm Exmpt | 1 |
| PRT | 18 Special Proj - Limited Term | 5502 | Project Manager 1 | 01139672 | Vacancy | F | Perm Exmpt | 1 |
| PRT | 18 Special Proj - Limited Term | 5502 | Project Manager 1 | 01139673 | Vacancy | F | Perm Exmpt | 1 |
| PRT | 18 Special Proj - Limited Term | 5382 | StdntDsgnTrain3, Arch/Eng/Pln | 01086357 | Vacancy | A | Temp Exmpt | 2 |
| PRT | 18 Special Proj - Limited Term | 5506 | Project Manager 3 | 01134396 | Future | F | Perm Exmpt | 1 |
| PRT | 18 Special Proj - Limited Term | 9330 | Pile Worker | 01099142 | Future | F | Perm Exmpt | 1 |
| PRT | 18 Special Proj - Limited Term | 0933 | Manager V | 01113635 | Vacancy | F | Perm Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1820 | Junior Administrative Analyst | 01137869 | Future | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01130704 | Future | U | Temp Exmpt | 3 |
| PUC | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01130704 | Future | U | Temp Exmpt | 12 |
| PUC | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01138227 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1842 | Management Assistant | 01135731 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1312 | Public Information Officer | 01136837 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 5602 | Utility Specialist | 01137130 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 5620 | Regulatory Specialist | 01145660 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1840 | Junior Management Assistant | 01145704 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1233 | EEO Programs Specialist | 01145053 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1233 | EEO Programs Specialist | 01145052 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1233 | EEO Programs Specialist | 01145052 | Mod | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1233 | EEO Programs Specialist | 01145053 | Mod | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1204 | Senior Personnel Clerk | 01142924 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 7356 | Appt Strny Eng, Sew Plant II | 01070150 | Future | F | Perm Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 7372 | Stationary Eng, Sewage Plant | 01119168 | Vacancy | F | Perm Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 5291 | Planner 3 | 01138547 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 5502 | Project Manager 1 | 01104655 | Future | F | Perm Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|---------------------------------|------------|--------------|----------|------------|----------------|
| PUC | 18 Special Proj - Limited Term | 5207 | Assoc Engineer | 01087884 | Vacancy | F | Perm Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 5207 | Assoc Engineer | 01131217 | Vacancy | F | Perm Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 6318 | Construction Inspector | 01089936 | Vacancy | F | Perm Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 6319 | Senior Const Inspector | 01096068 | Vacancy | F | Perm Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1824 | Pr Administrative Analyst | 01124593 | Future | F | Perm Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 5211 | Eng/Arch/Landscape Arch Sr | 01120418 | Vacancy | F | Perm Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 7332 | Maintenance Machinist | 01085483 | Future | F | Perm Exmpt | 1 |
| PUC | 17 Substitutes for EE On Leave | 6318 | Construction Inspector | 01110629 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1054 | IS Business Analyst-Principal | 01145054 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 9920 | Publ Svc Aide-Asst to Prof | 01130706 | Vacancy | U | Temp Exmpt | 3 |
| PUC | 16 Temp & Seasonal | 2708 | Custodian | 01075758 | Vacancy | A | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 7388 | Utility Plumber | 01100947 | Vacancy | F | Perm Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1824 | Pr Administrative Analyst | 01144236 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 17 Substitutes for EE On Leave | 1222 | Sr Payroll & Personnel Clerk | 01111927 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 5207 | Assoc Engineer | 01143766 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 16 Temp & Seasonal | 1704 | Communications Dispatcher 1 | 01144488 | Vacancy | A | Temp Exmpt | 1 |
| PUC | 16 Temp & Seasonal | 7341 | Statnry Eng Water Treat Plant | 01139705 | Vacancy | A | Temp Exmpt | 3 |
| PUC | 17 Substitutes for EE On Leave | 7343 | Sr Statnry Eng, Wtr Treat Plant | 01118290 | Backfill | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1822 | Administrative Analyst | 01126323 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1652 | Accountant II | 01120668 | Future | F | Perm Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 7368 | Senior Comm Systems Technician | 01143169 | Future | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 7368 | Senior Comm Systems Technician | 01145675 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1402 | Junior Clerk | 01143326 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1842 | Management Assistant | 01145722 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 16 Temp & Seasonal | 0932 | Manager IV | 01089883 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1404 | Clerk | 01145004 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01143680 | Vacancy | U | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01145676 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 3374 | Volunteer/Outreach Coord | 01145089 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 17 Substitutes for EE On Leave | 7270 | Watershed Keeper Supervisor | 00410669 | Backfill | F | Temp Exmpt | 1 |
| PUC | 17 Substitutes for EE On Leave | 1842 | Management Assistant | 01117613 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 7270 | Watershed Keeper Supervisor | 01144263 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 17 Substitutes for EE On Leave | 7470 | Watershed Keeper | 00307379 | Backfill | F | Temp Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|--------------------------------|------------|--------------|----------|------------|----------------|
| PUC | 18 Special Proj - Limited Term | 5602 | Utility Specialist | 01144261 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 5602 | Utility Specialist | 01131765 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 17 Substitutes for EE On Leave | 1406 | Senior Clerk | 01098058 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 5601 | Utility Analyst | 01136178 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 5602 | Utility Specialist | 01128909 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 5212 | Engineer/Architect Principal | 01145099 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 5601 | Utility Analyst | 01145540 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 7344 | Carpenter | 01138910 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 7344 | Carpenter | 01145526 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 16 Temp & Seasonal | 2706 | Housekeeper/Food Service Clnr | 01106004 | Future | A | Temp Exmpt | 10 |
| PUC | 18 Special Proj - Limited Term | 1044 | IS Engineer-Principal | 01145682 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1053 | IS Business Analyst-Senior | 01145681 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1232 | Training Officer | 01145693 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 17 Substitutes for EE On Leave | 1406 | Senior Clerk | 01115442 | Backfill | F | Temp Exmpt | 1 |
| PUC | 17 Substitutes for EE On Leave | 1842 | Management Assistant | 01074709 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 17 Substitutes for EE On Leave | 1452 | Executive Secretary 2 | 01081377 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 1840 | Junior Management Assistant | 01145288 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 7345 | Electrician | 01144214 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 7345 | Electrician | 01144213 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 5602 | Utility Specialist | 01144197 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 5380 | StdntDsgnTrain1, Arch/Eng/Plng | 01139999 | Future | F | Temp Exmpt | 2 |
| PUC | 17 Substitutes for EE On Leave | 1446 | Secretary 2 | 01070145 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 17 Substitutes for EE On Leave | 7432 | Electrical Line Helper | 01090359 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 7432 | Electrical Line Helper | 01145341 | Vacancy | F | Temp Exmpt | 1 |
| PUC | 18 Special Proj - Limited Term | 5602 | Utility Specialist | 01143896 | Vacancy | F | Temp Exmpt | 1 |
| REC | 16 Temp & Seasonal | 2650 | Assistant Cook | 01113204 | Vacancy | A | Temp Exmpt | 5 |
| REC | 16 Temp & Seasonal | 2654 | Cook | 01113208 | Vacancy | A | Temp Exmpt | 3 |
| REC | 16 Temp & Seasonal | 2618 | Food Service Supervisor | 01142753 | Vacancy | A | Temp Exmpt | 2 |
| REC | 16 Temp & Seasonal | 2604 | Food Service Worker | 01137616 | Vacancy | A | Temp Exmpt | 5 |
| REC | 16 Temp & Seasonal | 2708 | Custodian | 01123766 | Vacancy | A | Temp Exmpt | 4 |
| REC | 16 Temp & Seasonal | 3264 | Camp Assistant | 01129797 | Vacancy | A | Temp Exmpt | 20 |
| REC | 16 Temp & Seasonal | 3264 | Camp Assistant | 01129798 | Vacancy | A | Temp Exmpt | 20 |
| REC | 17 Substitutes for EE On Leave | 3283 | Recreation Specialist | 01121904 | Backfill | P | Temp Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|--------------------------|------------|--------------|----------|------------|----------------|
| REC | 18 Special Proj - Limited Term | 3286 | Recreation Coordinator | 01135625 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3283 | Recreation Specialist | 01132300 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3283 | Recreation Specialist | 01132302 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3283 | Recreation Specialist | 01126353 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3283 | Recreation Specialist | 01126352 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3374 | Volunteer/Outreach Coord | 01144599 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3374 | Volunteer/Outreach Coord | 01144600 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3417 | Gardener | 01013136 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3417 | Gardener | 01032818 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01130710 | Vacancy | U | Temp Exmpt | 13 |
| REC | 18 Special Proj - Limited Term | 3417 | Gardener | 01084010 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3417 | Gardener | 01087705 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3417 | Gardener | 01039534 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3417 | Gardener | 01091199 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01132420 | Vacancy | U | Temp Exmpt | 20 |
| REC | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01132421 | Vacancy | U | Temp Exmpt | 20 |
| REC | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01132423 | Vacancy | U | Temp Exmpt | 20 |
| REC | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01132424 | Vacancy | U | Temp Exmpt | 20 |
| REC | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01132425 | Vacancy | U | Temp Exmpt | 20 |
| REC | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01132426 | Vacancy | U | Temp Exmpt | 20 |
| REC | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01132427 | Vacancy | U | Temp Exmpt | 20 |
| REC | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01132428 | Vacancy | U | Temp Exmpt | 20 |
| REC | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01132434 | Vacancy | U | Temp Exmpt | 20 |
| REC | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01133671 | Vacancy | U | Temp Exmpt | 20 |
| REC | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01133672 | Vacancy | U | Temp Exmpt | 20 |
| REC | 18 Special Proj - Limited Term | 3417 | Gardener | 01099913 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01111943 | Future | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01111961 | Future | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01115972 | Future | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01117316 | Future | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01124025 | Future | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01124028 | Future | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01135642 | Future | F | Perm Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|-------------------------------|------------|--------------|----------|------------|----------------|
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01135643 | Future | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01111960 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01124020 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01124023 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01136775 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01124027 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01117317 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01111965 | Future | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01115969 | Future | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01122643 | Future | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01122644 | Future | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01124022 | Future | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01124024 | Future | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01124026 | Future | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01136773 | Future | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3410 | Apprentice Gardener | 01111960 | Vacancy | F | Perm Exmpt | 1 |
| REC | 16 Temp & Seasonal | 1704 | Communications Dispatcher 1 | 01144827 | Vacancy | A | Temp Exmpt | 4 |
| REC | 18 Special Proj - Limited Term | 3417 | Gardener | 01091206 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 3417 | Gardener | 01058066 | Vacancy | F | Perm Exmpt | 1 |
| REC | 16 Temp & Seasonal | 1820 | Junior Administrative Analyst | 01127768 | Vacancy | U | Temp Exmpt | 1 |
| REC | 16 Temp & Seasonal | 1820 | Junior Administrative Analyst | 01127768 | Vacancy | U | Temp Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 5291 | Planner 3 | 01144355 | Vacancy | F | Temp Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 0922 | Manager I | 01122718 | Vacancy | F | Perm Exmpt | 1 |
| REC | 17 Substitutes for EE On Leave | 7344 | Carpenter | 01046537 | Backfill | F | Temp Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 1657 | Accountant IV | 01144591 | Vacancy | F | Perm Exmpt | 1 |
| REC | 16 Temp & Seasonal | 7344 | Carpenter | 01144135 | Vacancy | F | Temp Exmpt | 2 |
| REC | 16 Temp & Seasonal | 7344 | Carpenter | 01144134 | Vacancy | F | Temp Exmpt | 2 |
| REC | 18 Special Proj - Limited Term | 5504 | Project Manager 2 | 01145088 | Vacancy | F | Perm Exmpt | 1 |
| REC | 16 Temp & Seasonal | 9343 | Roofing | 01144136 | Vacancy | F | Temp Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 1657 | Accountant IV | 01144592 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 5261 | Architectural Assistant 2 | 01121487 | Future | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 5502 | Project Manager 1 | 01090111 | Future | F | Perm Exmpt | 1 |
| REC | 16 Temp & Seasonal | 5291 | Planner 3 | 01124313 | Future | U | Temp Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|-------------------------------|------------|--------------|----------|------------|----------------|
| REC | 18 Special Proj - Limited Term | 5502 | Project Manager 1 | 01139690 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 5502 | Project Manager 1 | 01138735 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 5506 | Project Manager 3 | 01144593 | Vacancy | F | Perm Exmpt | 1 |
| REC | 18 Special Proj - Limited Term | 5502 | Project Manager 1 | 01126339 | Future | F | Perm Exmpt | 1 |
| REG | 18 Special Proj - Limited Term | 1842 | Management Assistant | 01059220 | Vacancy | F | Perm Exmpt | 1 |
| REG | 18 Special Proj - Limited Term | 1840 | Junior Management Assistant | 01059450 | Vacancy | F | Perm Exmpt | 1 |
| REG | 18 Special Proj - Limited Term | 1842 | Management Assistant | 01126430 | Vacancy | F | Perm Exmpt | 1 |
| REG | 18 Special Proj - Limited Term | 1844 | Senior Management Assistant | 01144647 | Vacancy | F | Perm Exmpt | 1 |
| REG | 18 Special Proj - Limited Term | 1844 | Senior Management Assistant | 01059408 | Future | F | Perm Exmpt | 1 |
| REG | 16 Temp & Seasonal | 1404 | Clerk | 01145027 | Vacancy | A | Temp Exmpt | 20 |
| REG | 16 Temp & Seasonal | 1404 | Clerk | 01145028 | Vacancy | A | Temp Exmpt | 20 |
| REG | 16 Temp & Seasonal | 1404 | Clerk | 01145029 | Vacancy | A | Temp Exmpt | 20 |
| REG | 16 Temp & Seasonal | 1404 | Clerk | 01145030 | Vacancy | A | Temp Exmpt | 20 |
| REG | 16 Temp & Seasonal | 1404 | Clerk | 01145031 | Vacancy | A | Temp Exmpt | 20 |
| REG | 18 Special Proj - Limited Term | 1842 | Management Assistant | 01126432 | Vacancy | F | Perm Exmpt | 1 |
| REG | 18 Special Proj - Limited Term | 1842 | Management Assistant | 01126431 | Mod | F | Perm Exmpt | 1 |
| REG | 18 Special Proj - Limited Term | 1842 | Management Assistant | 01092191 | Vacancy | F | Perm Exmpt | 1 |
| RET | 18 Special Proj - Limited Term | 1209 | Benefits Technician | 01114762 | Vacancy | F | Temp Exmpt | 1 |
| RET | 18 Special Proj - Limited Term | 1209 | Benefits Technician | 01135294 | Vacancy | F | Temp Exmpt | 1 |
| RET | 18 Special Proj - Limited Term | 1842 | Management Assistant | 01144104 | Vacancy | F | Temp Exmpt | 1 |
| RET | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01138544 | Vacancy | U | Temp Exmpt | 1 |
| RET | 18 Special Proj - Limited Term | 9910 | Public Service Trainee | 01143563 | Vacancy | U | Temp Exmpt | 1 |
| RET | 18 Special Proj - Limited Term | 1114 | Senior Portfolio Manager | 01087476 | Future | F | Perm Exmpt | 1 |
| RET | 18 Special Proj - Limited Term | 1114 | Senior Portfolio Manager | 01125090 | Future | F | Perm Exmpt | 1 |
| RET | 18 Special Proj - Limited Term | 1114 | Senior Portfolio Manager | 01115112 | Future | F | Perm Exmpt | 1 |
| RNT | 16 Temp & Seasonal | 1402 | Junior Clerk | 01128920 | Vacancy | A | Temp Exmpt | 1 |
| RNT | 18 Special Proj - Limited Term | 1822 | Administrative Analyst | 01138778 | Future | F | Temp Exmpt | 1 |
| SHF | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01144275 | Vacancy | F | Perm Exmpt | 1 |
| SHF | 18 Special Proj - Limited Term | 0933 | Manager V | 01144487 | Mod | F | Perm Exmpt | 1 |
| SHF | 16 Temp & Seasonal | 8106 | Legal Process Clerk | 01144939 | Vacancy | A | Temp Exmpt | 1 |
| SHF | 18 Special Proj - Limited Term | 1824 | Pr Administrative Analyst | 01082314 | Future | F | Perm Exmpt | 1 |
| SHF | 16 Temp & Seasonal | 8106 | Legal Process Clerk | 01144939 | Mod | A | Temp Exmpt | 1 |
| TTX | 18 Special Proj - Limited Term | 1823 | Senior Administrative Analyst | 01143448 | Vacancy | F | Perm Exmpt | 1 |

Attachment B: Approved Position Requests from July 1, 2019 to December 31, 2019

| Department | Exempt Category | Job Code | Title | Position # | Request Type | Schedule | Fill Type | Max Head Count |
|------------|--------------------------------|----------|-------------------------------|------------|--------------|----------|------------|----------------|
| TTX | 18 Special Proj - Limited Term | 9922 | PS Aide to Prof | 01145604 | Vacancy | A | Temp Exmpt | 1 |
| TTX | 18 Special Proj - Limited Term | 1844 | Senior Management Assistant | 01145384 | Vacancy | F | Perm Exmpt | 1 |
| TTX | 18 Special Proj - Limited Term | 1064 | IS Prg Analyst-Principal | 01102733 | Future | F | Perm Exmpt | 1 |
| TTX | 17 Substitutes for EE On Leave | 1063 | IS Programmer Analyst-Senior | 01102742 | Future | F | Perm Exmpt | 1 |
| WAR | 17 Substitutes for EE On Leave | 1842 | Management Assistant | 01096274 | Future | F | Temp Exmpt | 1 |
| WAR | 16 Temp & Seasonal | 8207 | Bldg & Grounds Patrol Officer | 01119947 | Vacancy | A | Temp Exmpt | 1 |
| WOM | 18 Special Proj - Limited Term | 2998 | Rep, Comm Status of Women | 01144506 | Vacancy | F | Perm Exmpt | 1 |
| WOM | 17 Substitutes for EE On Leave | 1820 | Junior Administrative Analyst | 01116393 | Backfill | F | Temp Exmpt | 1 |
| WOM | 18 Special Proj - Limited Term | 2998 | Rep, Comm Status of Women | 01144506 | Mod | F | Perm Exmpt | 1 |

Attachment C

ATTACHMENT C
Charter Section 10.104-16 Appointments by Category
July 1, 2019 through December 31, 2019

Definitions

Department: Name of the City department

Name: Name of the employee

Job Code: Classification number

Appointment Date: Employee's appointment date in People and Pay, typically the start work date

Full/Part: Work schedule identified in the Request to Fill (RTF)

Position #: Position number in the People and Pay Request to Fill (RTF) system

Category 16 Justification: Charter Section 10.104-16 category identified in the Request to Fill (RTF)

Attachment C - Charter Section 1u.104-16 Appointments By Category
Appointments from July 1, 2019 to December 31, 2019

| Department | Job Code | Appointment Dt | Full/Part | Position | Category 16 Justification |
|------------|----------|----------------|-----------|----------|------------------------------|
| AAM | 8202 | 7/8/2019 | As Needed | 01132715 | Sporadic Work |
| AAM | 8202 | 7/15/2019 | As Needed | 01132715 | Sporadic Work |
| AAM | 8202 | 7/30/2019 | As Needed | 01132715 | Sporadic Work |
| AAM | 8202 | 9/16/2019 | As Needed | 01130965 | Peak Workload |
| AAM | 3302 | 8/26/2019 | As Needed | 01077142 | Peak Workload |
| ADP | 1824 | 11/9/2019 | Full-Time | 01145472 | Anticipate PCS Appointment |
| ADP | 1824 | 8/10/2019 | Full-Time | 01144274 | Anticipate PCS Appointment |
| AIR | 3520 | 7/27/2019 | As Needed | 01075313 | Peak Workload |
| AIR | 3520 | 11/16/2019 | As Needed | 01075313 | Peak Workload |
| AIR | 1929 | 8/10/2019 | As Needed | 01143616 | Peak Workload |
| AIR | 1406 | 10/5/2019 | As Needed | 01124576 | Filling In: Leave of Absence |
| AIR | 1406 | 8/24/2019 | As Needed | 01124576 | Filling In: Leave of Absence |
| AIR | 1406 | 9/7/2019 | As Needed | 01124576 | Filling In: Leave of Absence |
| AIR | 1406 | 9/7/2019 | As Needed | 01124576 | Filling In: Leave of Absence |
| AIR | 1406 | 9/7/2019 | As Needed | 01124576 | Filling In: Leave of Absence |
| AIR | 1406 | 9/7/2019 | As Needed | 01124576 | Filling In: Leave of Absence |
| AIR | 1406 | 10/5/2019 | As Needed | 01124576 | Filling In: Leave of Absence |
| AIR | 1244 | 8/20/2019 | Full-Time | 01140547 | Anticipate PCS Appointment |
| CHF | 1824 | 11/13/2019 | Full-Time | 01145449 | Anticipate PCS Appointment |
| CHF | 1823 | 11/8/2019 | Full-Time | 01145448 | Anticipate PCS Appointment |
| CON | 1801 | 7/27/2019 | Full-Time | 01139033 | Sporadic Work |
| CPC | 5278 | 11/16/2019 | Full-Time | 01131928 | Anticipate PCS Appointment |
| CPC | 5275 | 10/5/2019 | Full-Time | 01129537 | Anticipate PCS Appointment |
| CPC | 1823 | 9/7/2019 | Full-Time | 01144044 | Anticipate PCS Appointment |
| CPC | 1823 | 7/15/2019 | Full-Time | 01143742 | Anticipate PCS Appointment |
| CPC | 1054 | 12/2/2019 | Full-Time | 01144047 | Anticipate PCS Appointment |
| DEM | 8238 | 12/14/2019 | As Needed | 01135420 | Seasonal Work |
| DEM | 8238 | 11/16/2019 | As Needed | 01135420 | Seasonal Work |
| DPA | 1052 | 12/9/2019 | Full-Time | 01145518 | Anticipate PCS Appointment |
| DPH | 2930 | 7/29/2019 | As Needed | 01144031 | Filling In: Leave of Absence |
| DPH | 2930 | 7/29/2019 | As Needed | 01123444 | Filling In: Leave of Absence |
| DPH | 2920 | 7/29/2019 | As Needed | 01143830 | Filling In: Leave of Absence |
| DPH | 2920 | 9/9/2019 | As Needed | 01140976 | Filling In: Leave of Absence |

Attachment C - Charter Section 10.104-16 Appointments By Category

Appointments from July 1, 2019 to December 31, 2019

| Department | Job Code | Appointment Dt. | Full/Part | Position | Category 15 Justification |
|------------|----------|-----------------|-----------|----------|------------------------------|
| DPH | 2920 | 7/15/2019 | As Needed | 01140975 | Filling In: Leave of Absence |
| DPH | 2920 | 7/15/2019 | As Needed | 01140973 | Filling In: Leave of Absence |
| DPH | 2903 | 7/1/2019 | As Needed | 01140955 | Filling In: Leave of Absence |
| DPH | 2903 | 7/15/2019 | As Needed | 01140952 | Filling In: Leave of Absence |
| DPH | 2736 | 8/5/2019 | As Needed | 01143658 | Sporadic Work |
| DPH | 2736 | 7/22/2019 | As Needed | 01143656 | Sporadic Work |
| DPH | 2736 | 10/19/2019 | As Needed | 01143012 | Filling In: Leave of Absence |
| DPH | 2736 | 9/7/2019 | As Needed | 01143011 | Filling In: Leave of Absence |
| DPH | 2736 | 11/18/2019 | As Needed | 01140919 | Filling In: Leave of Absence |
| DPH | 2736 | 7/15/2019 | As Needed | 01140913 | Filling In: Leave of Absence |
| DPH | 2736 | 11/2/2019 | As Needed | 01140907 | Filling In: Leave of Absence |
| DPH | 2736 | 11/4/2019 | As Needed | 01139938 | Sporadic Work |
| DPH | 2736 | 11/30/2019 | As Needed | 01139935 | Sporadic Work |
| DPH | 2736 | 8/24/2019 | As Needed | 01139753 | Filling In: Leave of Absence |
| DPH | 2736 | 10/21/2019 | As Needed | 01135903 | Filling In: Leave of Absence |
| DPH | 2736 | 8/5/2019 | As Needed | 01129670 | Filling In: Leave of Absence |
| DPH | 2736 | 7/22/2019 | As Needed | 01074853 | Sporadic Work |
| DPH | 2618 | 12/16/2019 | As Needed | 01144618 | Seasonal Work |
| DPH | 2618 | 11/30/2019 | As Needed | 01144617 | Seasonal Work |
| DPH | 2604 | 7/27/2019 | As Needed | 01143767 | Filling In: Leave of Absence |
| DPH | 2556 | 7/13/2019 | As Needed | 01123545 | Filling In: Leave of Absence |
| DPH | 2548 | 7/15/2019 | As Needed | 01140857 | Filling In: Leave of Absence |
| DPH | 2548 | 9/9/2019 | As Needed | 01140856 | Filling In: Leave of Absence |
| DPH | 2430 | 9/9/2019 | As Needed | 01144016 | Filling In: Leave of Absence |
| DPH | 2430 | 9/23/2019 | As Needed | 01143615 | Filling In: Leave of Absence |
| DPH | 2409 | 10/21/2019 | As Needed | 01143980 | Filling In: Leave of Absence |
| DPH | 2328 | 12/16/2019 | As Needed | 01142718 | Filling In: Leave of Absence |
| DPH | 2328 | 11/18/2019 | As Needed | 01140776 | Filling In: Leave of Absence |
| DPH | 2328 | 10/7/2019 | As Needed | 01140773 | Filling In: Leave of Absence |
| DPH | 2328 | 10/5/2019 | As Needed | 01140772 | Filling In: Leave of Absence |
| DPH | 2328 | 9/23/2019 | As Needed | 01140771 | Filling In: Leave of Absence |
| DPH | 2328 | 11/18/2019 | As Needed | 01140767 | Filling In: Leave of Absence |
| DPH | 2324 | 11/2/2019 | As Needed | 01143186 | Filling In: Leave of Absence |

Attachment C - Charter Section 10.104-16 Appointments By Category
Appointments from July 1, 2019 to December 31, 2019

| Department | Job Code | Appointment Date | Full/Part | Position | Category 16 Justification |
|------------|----------|------------------|-----------|----------|------------------------------|
| DPH | 2312 | 9/7/2019 | As Needed | 01143912 | Filling In: Leave of Absence |
| DPH | 2312 | 9/21/2019 | As Needed | 01143911 | Filling In: Leave of Absence |
| DPH | 2312 | 9/21/2019 | As Needed | 01143055 | Filling In: Leave of Absence |
| DPH | 2312 | 10/5/2019 | As Needed | 01143054 | Filling In: Leave of Absence |
| DPH | 2312 | 10/5/2019 | As Needed | 01143053 | Filling In: Leave of Absence |
| DPH | 2312 | 10/7/2019 | As Needed | 01143051 | Filling In: Leave of Absence |
| DPH | 2312 | 11/2/2019 | As Needed | 01143050 | Filling In: Leave of Absence |
| DPH | 2312 | 10/19/2019 | As Needed | 01143049 | Filling In: Leave of Absence |
| DPH | 2312 | 10/7/2019 | As Needed | 01143048 | Filling In: Leave of Absence |
| DPH | 2312 | 9/21/2019 | As Needed | 01143047 | Filling In: Leave of Absence |
| DPH | 2312 | 7/1/2019 | As Needed | 01143045 | Filling In: Leave of Absence |
| DPH | 2312 | 12/16/2019 | As Needed | 01142994 | Filling In: Leave of Absence |
| DPH | 2312 | 7/13/2019 | As Needed | 01138783 | Filling In: Leave of Absence |
| DPH | 2303 | 11/18/2019 | As Needed | 01143686 | Filling In: Leave of Absence |
| DPH | 2303 | 11/2/2019 | As Needed | 01143116 | Peak Workload |
| DPH | 2303 | 11/2/2019 | As Needed | 01143114 | Peak Workload |
| DPH | 2303 | 11/2/2019 | As Needed | 01143113 | Peak Workload |
| DPH | 2303 | 9/7/2019 | As Needed | 01143109 | Filling In: Leave of Absence |
| DPH | 2303 | 7/13/2019 | As Needed | 01140181 | Filling In: Leave of Absence |
| DPH | 2303 | 7/1/2019 | As Needed | 01140180 | Filling In: Leave of Absence |
| DPH | 2303 | 7/1/2019 | As Needed | 01140179 | Filling In: Leave of Absence |
| DPH | 2218 | 10/21/2019 | As Needed | 01140596 | Filling In: Leave of Absence |
| DPH | 2218 | 9/9/2019 | As Needed | 01083617 | Filling In: Leave of Absence |
| DPH | 1932 | 8/12/2019 | As Needed | 01140583 | Filling In: Leave of Absence |
| DPH | 1932 | 8/26/2019 | As Needed | 01140582 | Filling In: Leave of Absence |
| DPH | 1708 | 11/18/2019 | As Needed | 01140578 | Filling In: Leave of Absence |
| DPH | 1637 | 8/10/2019 | As Needed | 01142708 | Filling In: Leave of Absence |
| DPH | 1636 | 7/29/2019 | As Needed | 01142706 | Filling In: Leave of Absence |
| DPH | 1428 | 11/18/2019 | As Needed | 01143760 | Filling In: Leave of Absence |
| DPH | 1428 | 11/18/2019 | As Needed | 01143759 | Filling In: Leave of Absence |
| ENV | 5640 | 12/9/2019 | Full-Time | 01145332 | Anticipate PCS Appointment |
| ENV | 5638 | 10/21/2019 | Full-Time | 01143967 | Anticipate PCS Appointment |
| ENV | 5638 | 8/26/2019 | Full-Time | 01143771 | Anticipate PCS Appointment |

Attachment C - Charter Section 10.104-16 Appointments By Category
Appointments from July 1, 2019 to December 31, 2019

| Department | Job Code | Appointment Dt. | Full Part | Position | Category 16 Justification |
|------------|----------|-----------------|-----------|----------|---------------------------|
| FAM | 8226 | 8/28/2019 | As Needed | 01087872 | Seasonal Work |
| FAM | 8226 | 9/24/2019 | As Needed | 01083610 | Sporadic Work |
| FAM | 8226 | 10/11/2019 | As Needed | 01083228 | Seasonal Work |
| FAM | 8202 | 10/21/2019 | As Needed | 01135702 | Sporadic Work |
| FAM | 8202 | 7/1/2019 | As Needed | 01135702 | Sporadic Work |
| FAM | 8202 | 7/1/2019 | As Needed | 01135702 | Sporadic Work |
| FAM | 8202 | 7/1/2019 | As Needed | 01135702 | Sporadic Work |
| FAM | 8202 | 7/1/2019 | As Needed | 01135702 | Sporadic Work |
| FAM | 8202 | 7/1/2019 | As Needed | 01135702 | Sporadic Work |
| FAM | 8202 | 10/5/2019 | As Needed | 01135702 | Sporadic Work |
| FAM | 8202 | 10/5/2019 | As Needed | 01135702 | Sporadic Work |
| FAM | 8202 | 10/16/2019 | As Needed | 01132691 | Sporadic Work |
| FAM | 3541 | 10/7/2019 | Full-Time | 01144972 | Peak Workload |
| FAM | 3302 | 10/5/2019 | As Needed | 01145103 | Sporadic Work |
| FAM | 3302 | 10/5/2019 | As Needed | 01076031 | Seasonal Work |
| FAM | 3302 | 10/5/2019 | As Needed | 01076031 | Seasonal Work |
| GSA | 9940 | 11/4/2019 | As Needed | 01143259 | Seasonal Work |
| GSA | 8106 | 9/23/2019 | As Needed | 01100655 | Sporadic Work |
| GSA | 7514 | 9/11/2019 | As Needed | 01145401 | Peak Workload |
| GSA | 7514 | 9/7/2019 | As Needed | 01145400 | Peak Workload |
| GSA | 7514 | 9/7/2019 | As Needed | 01143827 | Seasonal Work |
| GSA | 7514 | 9/7/2019 | As Needed | 01143826 | Seasonal Work |
| GSA | 7514 | 9/7/2019 | As Needed | 01143825 | Seasonal Work |
| GSA | 7514 | 11/2/2019 | As Needed | 01143824 | Seasonal Work |
| GSA | 7514 | 12/21/2019 | As Needed | 01129491 | Peak Workload |
| GSA | 7514 | 10/5/2019 | As Needed | 01129491 | Peak Workload |
| GSA | 7514 | 11/2/2019 | As Needed | 01129491 | Peak Workload |
| GSA | 7514 | 10/19/2019 | As Needed | 01129491 | Peak Workload |
| GSA | 7514 | 12/14/2019 | As Needed | 01129491 | Peak Workload |
| GSA | 7514 | 8/10/2019 | As Needed | 01129491 | Peak Workload |
| GSA | 7514 | 8/10/2019 | As Needed | 01129491 | Peak Workload |
| GSA | 7514 | 11/2/2019 | As Needed | 01129491 | Peak Workload |
| GSA | 7514 | 8/10/2019 | As Needed | 01129491 | Peak Workload |
| GSA | 7514 | 11/16/2019 | As Needed | 01129491 | Peak Workload |

Attachment C - Charter Section 1u.104-16 Appointments By Category
Appointments from July 1, 2019 to December 31, 2019

| Department | Job Code | Appointment By | Full Part | Position | Category 16 Justification |
|------------|----------|----------------|-----------|----------|------------------------------|
| GSA | 7514 | 12/14/2019 | As Needed | 01129491 | Peak Workload |
| GSA | 7514 | 10/19/2019 | As Needed | 01129491 | Peak Workload |
| GSA | 7514 | 11/30/2019 | As Needed | 01129491 | Peak Workload |
| GSA | 7514 | 11/16/2019 | As Needed | 01129491 | Peak Workload |
| GSA | 7514 | 10/19/2019 | As Needed | 01129491 | Peak Workload |
| GSA | 7514 | 12/28/2019 | As Needed | 01129491 | Peak Workload |
| GSA | 7514 | 12/14/2019 | As Needed | 01145459 | Peak Workload |
| GSA | 7502 | 9/7/2019 | As Needed | 01127344 | Peak Workload |
| GSA | 7502 | 7/29/2019 | As Needed | 01127344 | Peak Workload |
| GSA | 7502 | 9/16/2019 | As Needed | 01127344 | Peak Workload |
| GSA | 7393 | 11/18/2019 | As Needed | 01100223 | Filling In: Leave of Absence |
| GSA | 7355 | 12/21/2019 | As Needed | 01140101 | Peak Workload |
| GSA | 7355 | 12/14/2019 | As Needed | 01140099 | Peak Workload |
| GSA | 7355 | 12/28/2019 | As Needed | 01075549 | Filling In: Leave of Absence |
| GSA | 7355 | 12/28/2019 | As Needed | 01075549 | Filling In: Leave of Absence |
| GSA | 7348 | 10/7/2019 | Full-Time | 01139129 | Peak Workload |
| GSA | 7345 | 9/9/2019 | As Needed | 01137893 | Sporadic Work |
| GSA | 7344 | 12/30/2019 | Full-Time | 01145321 | Peak Workload |
| GSA | 7334 | 11/4/2019 | Full-Time | 01127117 | Anticipate PCS Appointment |
| GSA | 7334 | 9/9/2019 | Full-Time | 01127117 | Anticipate PCS Appointment |
| GSA | 7334 | 10/5/2019 | Full-Time | 01127117 | Anticipate PCS Appointment |
| GSA | 7334 | 8/10/2019 | Full-Time | 01127117 | Anticipate PCS Appointment |
| GSA | 7334 | 8/26/2019 | Full-Time | 01127117 | Anticipate PCS Appointment |
| GSA | 7334 | 10/28/2019 | Full-Time | 01127117 | Anticipate PCS Appointment |
| GSA | 7334 | 11/12/2019 | Full-Time | 01127117 | Anticipate PCS Appointment |
| GSA | 7334 | 12/2/2019 | As Needed | 01075596 | Sporadic Work |
| GSA | 7264 | 9/23/2019 | Full-Time | 01144744 | Anticipate PCS Appointment |
| GSA | 7211 | 12/14/2019 | Full-Time | 01124695 | Anticipate PCS Appointment |
| GSA | 3372 | 10/7/2019 | Full-Time | 01114310 | Filling In: Leave of Absence |
| GSA | 3370 | 12/10/2019 | As Needed | 01137712 | Seasonal Work |
| GSA | 3370 | 12/13/2019 | As Needed | 01137712 | Seasonal Work |
| GSA | 2708 | 8/1/2019 | As Needed | 01105166 | Sporadic Work |
| GSA | 2708 | 7/1/2019 | As Needed | 01105166 | Sporadic Work |

Attachment C - Charter Section 10.104-16 Appointments By Category
Appointments from July 1, 2019 to December 31, 2019

| Department | Job Code | Appointment Dt | Full/Part | Position | Category 16 Justification |
|------------|----------|----------------|-----------|----------|------------------------------|
| GSA | 2708 | 12/2/2019 | As Needed | 01105166 | Sporadic Work |
| GSA | 2708 | 10/3/2019 | As Needed | 01105166 | Sporadic Work |
| GSA | 2708 | 10/3/2019 | As Needed | 01105166 | Sporadic Work |
| GSA | 2708 | 8/1/2019 | As Needed | 01075592 | Filling In: Leave of Absence |
| GSA | 2708 | 8/1/2019 | As Needed | 01075592 | Filling In: Leave of Absence |
| GSA | 2292 | 9/13/2019 | As Needed | 01104977 | Sporadic Work |
| GSA | 1842 | 9/26/2019 | Full-Time | 01108000 | Anticipate PCS Appointment |
| GSA | 1823 | 11/2/2019 | Full-Time | 01138887 | Peak Workload |
| GSA | 1823 | 12/2/2019 | Full-Time | 01134185 | Anticipate PCS Appointment |
| GSA | 1823 | 12/2/2019 | Full-Time | 01134185 | Anticipate PCS Appointment |
| GSA | 1823 | 12/14/2019 | Full-Time | 01131193 | Anticipate PCS Appointment |
| GSA | 1822 | 7/29/2019 | Full-Time | 01129867 | Anticipate PCS Appointment |
| GSA | 1822 | 9/26/2019 | Full-Time | 01129867 | Anticipate PCS Appointment |
| GSA | 1822 | 10/15/2019 | Full-Time | 01127363 | Anticipate PCS Appointment |
| GSA | 1767 | 9/16/2019 | As Needed | 01135168 | Sporadic Work |
| GSA | 1767 | 9/16/2019 | As Needed | 01135168 | Sporadic Work |
| GSA | 1408 | 12/14/2019 | Full-Time | 01137366 | Filling In: Leave of Absence |
| GSA | 1402 | 9/23/2019 | As Needed | 01130745 | Sporadic Work |
| GSA | 1402 | 8/26/2019 | Part-Time | 01130707 | Peak Workload |
| GSA | 1402 | 7/29/2019 | Part-Time | 01130707 | Peak Workload |
| GSA | 1402 | 7/15/2019 | Part-Time | 01130707 | Peak Workload |
| GSA | 1244 | 11/18/2019 | Full-Time | 01123234 | Anticipate PCS Appointment |
| GSA | 1091 | 8/12/2019 | As Needed | 01132225 | Peak Workload |
| GSA | 1091 | 9/3/2019 | As Needed | 01132225 | Peak Workload |
| HOM | 2588 | 8/12/2019 | Full-Time | 01144119 | Filling In: Leave of Absence |
| HOM | 2587 | 10/7/2019 | As Needed | 01135785 | Sporadic Work |
| HOM | 2586 | 11/18/2019 | Full-Time | 01144118 | Filling In: Leave of Absence |
| HOM | 2586 | 12/2/2019 | Full-Time | 01144118 | Filling In: Leave of Absence |
| HOM | 1823 | 10/21/2019 | Full-Time | 01143478 | Anticipate PCS Appointment |
| HOM | 1823 | 8/26/2019 | Full-Time | 01134668 | Filling In: Leave of Absence |
| HOM | 1822 | 8/19/2019 | Full-Time | 01084676 | Anticipate PCS Appointment |
| HOM | 1241 | 11/2/2019 | Full-Time | 01140315 | Anticipate PCS Appointment |
| HRC | 2996 | 10/22/2019 | Full-Time | 01145015 | Peak Workload |

Attachment C - Charter Section 10.104-16 Appointments By Category
Appointments from July 1, 2019 to December 31, 2019

| Department | Job Code | Appointment Date | Full Part | Position | Category 16 Justification |
|------------|----------|------------------|-----------|----------|------------------------------|
| HRC | 2996 | 10/2/2019 | Full-Time | 01144669 | Anticipate PCS Appointment |
| HRC | 2996 | 10/2/2019 | Full-Time | 01144668 | Anticipate PCS Appointment |
| HRC | 1452 | 8/30/2019 | Full-Time | 01144225 | Peak Workload |
| HRC | 1404 | 8/10/2019 | Full-Time | 01140263 | Seasonal Work |
| HRD | 9979 | 10/7/2019 | As Needed | 01134877 | Sporadic Work |
| HRD | 1404 | 11/18/2019 | As Needed | 01123540 | Sporadic Work |
| HRD | 1402 | 8/3/2019 | As Needed | 01129048 | Sporadic Work |
| HRD | 1402 | 9/4/2019 | As Needed | 01129048 | Sporadic Work |
| HRD | 1244 | 8/26/2019 | Full-Time | 01122734 | Anticipate PCS Appointment |
| HRD | 1227 | 12/13/2019 | As Needed | 01064148 | Sporadic Work |
| HRD | 1227 | 11/18/2019 | As Needed | 01064148 | Sporadic Work |
| HRD | 1227 | 11/18/2019 | As Needed | 01064148 | Sporadic Work |
| HRD | 1227 | 12/10/2019 | As Needed | 01064148 | Sporadic Work |
| HRD | 1227 | 12/31/2019 | As Needed | 01064148 | Sporadic Work |
| HSA | 2904 | 10/12/2019 | As Needed | 01130858 | Filling In: Leave of Absence |
| HSS | 1209 | 10/15/2019 | As Needed | 01133832 | Peak Workload |
| LIB | 3630 | 8/19/2019 | As Needed | 01140452 | Filling In: Leave of Absence |
| LIB | 3630 | 10/7/2019 | As Needed | 01140451 | Filling In: Leave of Absence |
| LIB | 3630 | 7/29/2019 | As Needed | 01140451 | Filling In: Leave of Absence |
| LIB | 3630 | 7/29/2019 | As Needed | 01140451 | Filling In: Leave of Absence |
| LIB | 3630 | 8/5/2019 | As Needed | 01140451 | Filling In: Leave of Absence |
| LIB | 3630 | 9/23/2019 | As Needed | 01131012 | Sporadic Work |
| LIB | 3630 | 8/5/2019 | As Needed | 01131012 | Sporadic Work |
| LIB | 3630 | 10/28/2019 | As Needed | 01131010 | Sporadic Work |
| LIB | 3630 | 8/5/2019 | As Needed | 01075261 | Sporadic Work |
| LIB | 3630 | 7/29/2019 | As Needed | 01075260 | Sporadic Work |
| LIB | 3630 | 7/29/2019 | As Needed | 01075260 | Sporadic Work |
| LIB | 2708 | 12/16/2019 | As Needed | 01133284 | Sporadic Work |
| MYR | 9774 | 10/7/2019 | Full-Time | 01144057 | Anticipate PCS Appointment |
| MYR | 9774 | 8/19/2019 | Full-Time | 01133295 | Anticipate PCS Appointment |
| PDR | 8446 | 8/12/2019 | Part-Time | 01144048 | Seasonal Work |
| PDR | 8446 | 7/22/2019 | Part-Time | 01144046 | Seasonal Work |
| POL | 1229 | 8/14/2019 | As Needed | 01144278 | Sporadic Work |

Attachment C - Charter Section 10.104-16 Appointments By Category
Appointments from July 1, 2019 to December 31, 2019

| Department | Job Code | Appointment Dt | FullPart | Position | Category 16 Justification |
|------------|----------|----------------|-------------------------------|----------|------------------------------|
| POL | 1229 | 8/14/2019 | As Needed | 01144277 | Sporadic Work |
| POL | 1229 | 8/7/2019 | As Needed | 01144276 | Sporadic Work |
| POL | 1229 | 10/2/2019 | As Needed | 01132342 | Sporadic Work |
| PUC | 7542 | 8/26/2019 | As Needed | 01104666 | Seasonal Work |
| PUC | 7542 | 8/26/2019 | As Needed | 01075928 | Seasonal Work |
| PUC | 3374 | 8/26/2019 | Full-Time | 01143557 | Anticipate PCS Appointment |
| PUC | 2708 | 7/15/2019 | As Needed | 01106308 | Seasonal Work |
| PUC | 2708 | 11/4/2019 | As Needed | 01075758 | Seasonal Work |
| PUC | 2706 | 9/23/2019 | As Needed | 01106004 | Seasonal Work |
| REC | 7344 | 12/28/2019 | Full-Time | 01144135 | Peak Workload |
| REC | 5380 | 10/15/2019 | As Needed | 01084463 | Seasonal Work |
| REC | 5291 | 11/30/2019 | Reg Work Schedule<1,040 Hours | 01124313 | Filling In: Leave of Absence |
| REC | 3279 | 8/24/2019 | As Needed | 01111089 | Seasonal Work |
| REC | 3279 | 8/24/2019 | As Needed | 01111089 | Seasonal Work |
| REC | 3279 | 10/19/2019 | As Needed | 01111089 | Seasonal Work |
| REC | 3279 | 8/12/2019 | As Needed | 01111089 | Seasonal Work |
| REC | 3279 | 11/16/2019 | As Needed | 01111089 | Seasonal Work |
| REC | 3279 | 9/21/2019 | As Needed | 01111089 | Seasonal Work |
| REC | 3279 | 9/21/2019 | As Needed | 01111089 | Seasonal Work |
| REC | 3279 | 10/21/2019 | As Needed | 01111089 | Seasonal Work |
| REC | 3279 | 11/30/2019 | As Needed | 01111089 | Seasonal Work |
| REC | 3279 | 8/24/2019 | As Needed | 01111088 | Seasonal Work |
| REC | 3279 | 12/14/2019 | As Needed | 01111088 | Seasonal Work |
| REC | 3279 | 8/24/2019 | As Needed | 01111088 | Seasonal Work |
| REC | 3279 | 9/7/2019 | As Needed | 01111088 | Seasonal Work |
| REC | 3279 | 12/14/2019 | As Needed | 01111088 | Seasonal Work |
| REC | 3279 | 7/13/2019 | As Needed | 01111088 | Seasonal Work |
| REC | 3279 | 11/30/2019 | As Needed | 01111088 | Seasonal Work |
| REC | 3279 | 7/13/2019 | As Needed | 01111088 | Seasonal Work |
| REC | 3279 | 10/5/2019 | As Needed | 01111088 | Seasonal Work |
| REC | 3279 | 8/19/2019 | As Needed | 01111088 | Seasonal Work |
| REC | 3279 | 8/19/2019 | As Needed | 01111088 | Seasonal Work |
| REC | 3279 | 8/10/2019 | As Needed | 01111088 | Seasonal Work |

Attachment C - Charter Section 1u.104-16 Appointments By Category
Appointments from July 1, 2019 to December 31, 2019

| Department | Job Code | Appointment Dt | Full/Part | Position | Category 16 Justification |
|------------|----------|----------------|-----------|----------|---------------------------|
| REC | 3279 | 8/24/2019 | As Needed | 01111088 | Seasonal Work |
| REC | 3279 | 9/7/2019 | As Needed | 01111088 | Seasonal Work |
| REC | 3279 | 10/5/2019 | As Needed | 01111088 | Seasonal Work |
| REC | 3279 | 11/2/2019 | As Needed | 01111088 | Seasonal Work |
| REC | 3279 | 12/14/2019 | As Needed | 01111088 | Seasonal Work |
| REC | 3279 | 12/14/2019 | As Needed | 01111088 | Seasonal Work |
| REC | 3279 | 7/13/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 7/27/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 11/16/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 9/21/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 8/12/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 11/16/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 11/30/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 8/19/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 10/19/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 11/2/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 11/16/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 7/13/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 7/27/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 8/19/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 8/24/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 8/24/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 9/7/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 11/2/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 11/16/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3279 | 11/30/2019 | As Needed | 01111087 | Seasonal Work |
| REC | 3278 | 9/7/2019 | As Needed | 01133042 | Sporadic Work |
| REC | 3278 | 11/2/2019 | As Needed | 01133041 | Sporadic Work |
| REC | 3278 | 7/27/2019 | As Needed | 01133040 | Sporadic Work |
| REC | 3278 | 11/2/2019 | As Needed | 01133040 | Sporadic Work |
| REC | 3278 | 8/10/2019 | As Needed | 01133039 | Sporadic Work |
| REC | 3278 | 12/28/2019 | As Needed | 01133039 | Sporadic Work |
| REC | 3278 | 9/7/2019 | As Needed | 01133037 | Sporadic Work |

Attachment C - Charter Section 10.104-16 Appointments By Category

Appointments from July 1, 2019 to December 31, 2019

| Department | Job Code | Appointment Dt | FullPart | Position | Category 16 Justification |
|------------|----------|----------------|-----------|----------|----------------------------|
| REC | 3278 | 10/19/2019 | As Needed | 01133037 | Sporadic Work |
| REC | 3232 | 7/13/2019 | As Needed | 01106320 | Seasonal Work |
| REC | 3232 | 11/30/2019 | As Needed | 01106320 | Seasonal Work |
| REC | 3209 | 12/28/2019 | As Needed | 01117331 | Seasonal Work |
| REC | 3209 | 12/14/2019 | As Needed | 01117331 | Seasonal Work |
| REC | 3209 | 12/14/2019 | As Needed | 01117331 | Seasonal Work |
| REC | 3209 | 12/14/2019 | As Needed | 01117331 | Seasonal Work |
| REC | 3208 | 11/16/2019 | As Needed | 01117329 | Seasonal Work |
| REC | 3208 | 11/16/2019 | As Needed | 01117329 | Seasonal Work |
| REC | 3208 | 12/14/2019 | As Needed | 01117329 | Seasonal Work |
| REC | 3208 | 9/21/2019 | As Needed | 01117329 | Seasonal Work |
| REC | 3208 | 12/14/2019 | As Needed | 01117329 | Seasonal Work |
| REC | 3208 | 11/16/2019 | As Needed | 01117329 | Seasonal Work |
| REC | 3208 | 11/16/2019 | As Needed | 01117329 | Seasonal Work |
| REC | 3208 | 11/30/2019 | As Needed | 01117329 | Seasonal Work |
| REC | 3208 | 11/16/2019 | As Needed | 01117329 | Seasonal Work |
| REC | 3208 | 11/16/2019 | As Needed | 01117329 | Seasonal Work |
| REC | 3208 | 11/16/2019 | As Needed | 01117329 | Seasonal Work |
| REC | 2708 | 7/13/2019 | As Needed | 01116001 | Peak Workload |
| REC | 2708 | 7/13/2019 | As Needed | 01116001 | Peak Workload |
| REC | 2708 | 7/13/2019 | As Needed | 01116001 | Peak Workload |
| REC | 2708 | 8/10/2019 | As Needed | 01116001 | Peak Workload |
| REC | 2708 | 11/16/2019 | As Needed | 01116001 | Peak Workload |
| REC | 2708 | 11/16/2019 | As Needed | 01116001 | Peak Workload |
| REC | 2708 | 11/16/2019 | As Needed | 01116001 | Peak Workload |
| REC | 2708 | 11/16/2019 | As Needed | 01116001 | Peak Workload |
| REC | 2708 | 11/16/2019 | As Needed | 01116001 | Peak Workload |
| REC | 2708 | 11/16/2019 | As Needed | 01116001 | Peak Workload |
| REC | 2708 | 11/16/2019 | As Needed | 01116001 | Peak Workload |
| REC | 2708 | 11/16/2019 | As Needed | 01116001 | Peak Workload |
| REC | 2708 | 11/16/2019 | As Needed | 01116001 | Peak Workload |
| REC | 1820 | 11/30/2019 | As Needed | 01127768 | Anticipate PCS Appointment |

Attachment C - Charter Section 1u.104-16 Appointments By Category
Appointments from July 1, 2019 to December 31, 2019

| Department | Job Code | Appointment Dt | Full/Part | Position | Category 16 Justification |
|------------|----------|----------------|-----------|----------|------------------------------|
| REC | 1704 | 12/14/2019 | As Needed | 01144827 | Filling In: Leave of Absence |
| REG | 1404 | 10/19/2019 | As Needed | 01145031 | Seasonal Work |
| REG | 1404 | 10/27/2019 | As Needed | 01145031 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145031 | Seasonal Work |
| REG | 1404 | 10/27/2019 | As Needed | 01145031 | Seasonal Work |
| REG | 1404 | 10/27/2019 | As Needed | 01145031 | Seasonal Work |
| REG | 1404 | 10/27/2019 | As Needed | 01145031 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145031 | Seasonal Work |
| REG | 1404 | 10/27/2019 | As Needed | 01145031 | Seasonal Work |
| REG | 1404 | 10/27/2019 | As Needed | 01145031 | Seasonal Work |
| REG | 1404 | 10/27/2019 | As Needed | 01145031 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145031 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145031 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145031 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145031 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145031 | Seasonal Work |
| REG | 1404 | 12/2/2019 | As Needed | 01145031 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/24/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 9/30/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/19/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01145030 | Seasonal Work |
| REG | 1404 | 10/19/2019 | As Needed | 01145028 | Seasonal Work |

Appointments from July 1, 2019 to December 31, 2019

[illegible]

Attachment C - Charter Section 1u.104-16 Appointments By Category
Appointments from July 1, 2019 to December 31, 2019

| Department | Job Code | Appointment Dt | Full/Part | Position | Category 16 Justification |
|------------|----------|----------------|-----------|----------|---------------------------|
| REG | 1404 | 9/23/2019 | As Needed | 01139071 | Seasonal Work |
| REG | 1404 | 8/7/2019 | As Needed | 01139071 | Seasonal Work |
| REG | 1404 | 10/19/2019 | As Needed | 01139071 | Seasonal Work |
| REG | 1404 | 8/5/2019 | As Needed | 01139071 | Seasonal Work |
| REG | 1404 | 9/23/2019 | As Needed | 01139071 | Seasonal Work |
| REG | 1404 | 9/23/2019 | As Needed | 01139071 | Seasonal Work |
| REG | 1404 | 9/23/2019 | As Needed | 01139071 | Seasonal Work |
| REG | 1404 | 9/23/2019 | As Needed | 01139071 | Seasonal Work |
| REG | 1404 | 9/23/2019 | As Needed | 01139071 | Seasonal Work |
| REG | 1404 | 9/30/2019 | As Needed | 01139071 | Seasonal Work |
| REG | 1404 | 10/19/2019 | As Needed | 01139071 | Seasonal Work |
| REG | 1404 | 10/19/2019 | As Needed | 01139071 | Seasonal Work |
| REG | 1404 | 10/19/2019 | As Needed | 01139071 | Seasonal Work |
| REG | 1404 | 10/19/2019 | As Needed | 01139071 | Seasonal Work |
| REG | 1404 | 10/19/2019 | As Needed | 01139071 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01139071 | Seasonal Work |
| REG | 1404 | 9/23/2019 | As Needed | 01138304 | Seasonal Work |
| REG | 1404 | 9/23/2019 | As Needed | 01138304 | Seasonal Work |
| REG | 1404 | 9/30/2019 | As Needed | 01138304 | Seasonal Work |
| REG | 1404 | 7/1/2019 | As Needed | 01138304 | Seasonal Work |
| REG | 1404 | 7/1/2019 | As Needed | 01138304 | Seasonal Work |
| REG | 1404 | 8/26/2019 | As Needed | 01138304 | Seasonal Work |
| REG | 1404 | 8/26/2019 | As Needed | 01138304 | Seasonal Work |
| REG | 1404 | 8/26/2019 | As Needed | 01138304 | Seasonal Work |
| REG | 1404 | 8/26/2019 | As Needed | 01138304 | Seasonal Work |
| REG | 1404 | 9/30/2019 | As Needed | 01138304 | Seasonal Work |
| REG | 1404 | 9/30/2019 | As Needed | 01138304 | Seasonal Work |
| REG | 1404 | 10/11/2019 | As Needed | 01138304 | Seasonal Work |
| REG | 1404 | 9/3/2019 | As Needed | 01138108 | Seasonal Work |
| REG | 1404 | 9/3/2019 | As Needed | 01138108 | Seasonal Work |
| REG | 1404 | 9/3/2019 | As Needed | 01138108 | Seasonal Work |
| REG | 1404 | 9/9/2019 | As Needed | 01138108 | Seasonal Work |
| REG | 1404 | 9/9/2019 | As Needed | 01138108 | Seasonal Work |
| REG | 1404 | 9/12/2019 | As Needed | 01138108 | Seasonal Work |

Attachment C - Charter Section 10.104-16 Appointments By Category

Appointments from July 1, 2019 to December 31, 2019

| Department | Job Code | Appointment Dt. | FullPart | Position | Category 16 Justification |
|------------|----------|-----------------|-----------|----------|---------------------------|
| REG | 1404 | 9/9/2019 | As Needed | 01138108 | Seasonal Work |
| REG | 1404 | 9/23/2019 | As Needed | 01138108 | Seasonal Work |
| REG | 1404 | 9/23/2019 | As Needed | 01138108 | Seasonal Work |
| REG | 1404 | 9/23/2019 | As Needed | 01138108 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01138108 | Seasonal Work |
| REG | 1404 | 8/19/2019 | As Needed | 01137908 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01137908 | Seasonal Work |
| REG | 1404 | 7/1/2019 | As Needed | 01137908 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01137908 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01137908 | Seasonal Work |
| REG | 1404 | 9/23/2019 | As Needed | 01121273 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01121273 | Seasonal Work |
| REG | 1404 | 7/16/2019 | Full-Time | 01118272 | Seasonal Work |
| REG | 1404 | 7/29/2019 | As Needed | 01116128 | Seasonal Work |
| REG | 1404 | 8/12/2019 | As Needed | 01116128 | Seasonal Work |
| REG | 1404 | 7/29/2019 | As Needed | 01116128 | Seasonal Work |
| REG | 1404 | 9/4/2019 | As Needed | 01116128 | Seasonal Work |
| REG | 1404 | 9/23/2019 | As Needed | 01115283 | Peak Workload |
| REG | 1404 | 9/23/2019 | As Needed | 01115283 | Peak Workload |
| REG | 1404 | 7/8/2019 | As Needed | 01104171 | Seasonal Work |
| REG | 1404 | 7/8/2019 | As Needed | 01104171 | Seasonal Work |
| REG | 1404 | 7/22/2019 | As Needed | 01104171 | Seasonal Work |
| REG | 1404 | 7/22/2019 | As Needed | 01104171 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01104171 | Seasonal Work |
| REG | 1404 | 10/25/2019 | As Needed | 01104171 | Seasonal Work |
| REG | 1403 | 7/8/2019 | As Needed | 01138477 | Seasonal Work |
| REG | 1403 | 7/22/2019 | Full-Time | 01138477 | Seasonal Work |
| REG | 1403 | 8/19/2019 | As Needed | 01124868 | Seasonal Work |
| REG | 1403 | 7/8/2019 | As Needed | 01124868 | Seasonal Work |
| REG | 1403 | 7/8/2019 | As Needed | 01124868 | Seasonal Work |
| REG | 1402 | 10/11/2019 | As Needed | 01139068 | Seasonal Work |
| REG | 1402 | 9/30/2019 | As Needed | 01139068 | Seasonal Work |

Attachment C - Charter Section 1u.104-16 Appointments By Category
Appointments from July 1, 2019 to December 31, 2019

| Department | Job Code | Appointment Date | Full Part | Position | Category | Justification |
|------------|----------|------------------|-----------|----------|---------------|---------------|
| REG | 1402 | 10/25/2019 | As Needed | 01139067 | Seasonal Work | |
| REG | 1402 | 9/30/2019 | As Needed | 01139067 | Seasonal Work | |
| REG | 1402 | 10/25/2019 | As Needed | 01139067 | Seasonal Work | |
| REG | 1402 | 10/25/2019 | As Needed | 01139067 | Seasonal Work | |
| REG | 1402 | 10/25/2019 | As Needed | 01139067 | Seasonal Work | |
| REG | 1402 | 9/23/2019 | As Needed | 01139067 | Seasonal Work | |
| REG | 1402 | 10/25/2019 | As Needed | 01139067 | Seasonal Work | |
| REG | 1402 | 10/25/2019 | As Needed | 01139067 | Seasonal Work | |
| REG | 1402 | 11/1/2019 | As Needed | 01139067 | Seasonal Work | |
| REG | 1402 | 10/25/2019 | As Needed | 01139067 | Seasonal Work | |
| REG | 1402 | 8/26/2019 | As Needed | 01139067 | Seasonal Work | |
| REG | 1402 | 10/25/2019 | As Needed | 01139067 | Seasonal Work | |
| REG | 1402 | 9/30/2019 | As Needed | 01139067 | Seasonal Work | |
| REG | 1402 | 9/30/2019 | As Needed | 01139067 | Seasonal Work | |
| REG | 1402 | 9/30/2019 | As Needed | 01139067 | Seasonal Work | |
| REG | 1402 | 10/25/2019 | As Needed | 01139067 | Seasonal Work | |
| REG | 1402 | 11/1/2019 | As Needed | 01139066 | Seasonal Work | |
| REG | 1402 | 11/1/2019 | As Needed | 01139066 | Seasonal Work | |
| REG | 1402 | 10/8/2019 | As Needed | 01139066 | Seasonal Work | |
| REG | 1402 | 9/30/2019 | As Needed | 01139066 | Seasonal Work | |
| REG | 1402 | 10/7/2019 | As Needed | 01139066 | Seasonal Work | |
| REG | 1402 | 11/1/2019 | As Needed | 01139066 | Seasonal Work | |
| REG | 1402 | 11/1/2019 | As Needed | 01139066 | Seasonal Work | |
| REG | 1402 | 11/1/2019 | As Needed | 01139066 | Seasonal Work | |
| REG | 1402 | 11/1/2019 | As Needed | 01139066 | Seasonal Work | |
| REG | 1402 | 11/1/2019 | As Needed | 01139066 | Seasonal Work | |
| REG | 1402 | 11/1/2019 | As Needed | 01139066 | Seasonal Work | |
| REG | 1402 | 11/1/2019 | As Needed | 01139066 | Seasonal Work | |
| REG | 1402 | 10/3/2019 | As Needed | 01126770 | Seasonal Work | |
| REG | 1402 | 9/30/2019 | As Needed | 01125119 | Seasonal Work | |
| REG | 1402 | 9/30/2019 | As Needed | 01125119 | Seasonal Work | |

Appointments from July 1, 2019 to December 31, 2019

[illegible]

Attachment C - Charter Section 1v.104-16 Appointments By Category

[illegible]

Attachment C - Charter Section 10.104-16 Appointments By Category

| Department | Job Code | Appointment Dt. | Full Part | Position | Category & Justification |
|------------|----------|-----------------|-----------|----------|--------------------------|
| REG | 1402 | 10/12/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 10/11/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 10/6/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 10/18/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 9/30/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 10/11/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 10/11/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 10/11/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 10/11/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 10/18/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 10/18/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 10/18/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 10/18/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 10/18/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 10/18/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 10/18/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 10/19/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 10/18/2019 | As Needed | 01124786 | Seasonal Work |
| REG | 1402 | 10/28/2019 | As Needed | 01121903 | Peak Workload |
| REG | 1402 | 11/1/2019 | As Needed | 01121903 | Peak Workload |
| REG | 1402 | 10/25/2019 | As Needed | 01121903 | Peak Workload |
| REG | 1402 | 10/25/2019 | As Needed | 01121903 | Peak Workload |
| REG | 1402 | 10/25/2019 | As Needed | 01121903 | Peak Workload |
| REG | 1402 | 10/25/2019 | As Needed | 01121903 | Peak Workload |
| REG | 1402 | 10/25/2019 | As Needed | 01121903 | Peak Workload |
| REG | 1402 | 10/30/2019 | As Needed | 01121903 | Peak Workload |
| REG | 1402 | 11/1/2019 | As Needed | 01121903 | Peak Workload |
| REG | 1402 | 9/19/2019 | As Needed | 01118246 | Seasonal Work |
| REG | 1402 | 10/17/2019 | As Needed | 01118246 | Seasonal Work |
| REG | 1402 | 10/7/2019 | As Needed | 01116018 | Seasonal Work |
| REG | 1402 | 10/21/2019 | As Needed | 01116018 | Seasonal Work |
| REG | 1402 | 10/17/2019 | As Needed | 01116018 | Seasonal Work |
| REG | 1402 | 10/16/2019 | As Needed | 01116018 | Seasonal Work |
| REG | 1402 | 10/1/2019 | As Needed | 01116018 | Seasonal Work |
| REG | 1402 | 10/7/2019 | As Needed | 01116018 | Seasonal Work |
| REG | 1402 | 10/18/2019 | As Needed | 01116018 | Seasonal Work |

[illegible]

Attachment C - Charter Section 10.104-16 Appointments By Category
Appointments from July 1, 2019 to December 31, 2019

| Department | Job Code | Appointment Dt. | Full/Part | Position | Category '16 Justification |
|------------|----------|-----------------|-----------|----------|----------------------------|
| REG | 1402 | 10/3/2019 | As Needed | 01115754 | Seasonal Work |
| REG | 1402 | 10/3/2019 | As Needed | 01115754 | Seasonal Work |
| REG | 1402 | 10/3/2019 | As Needed | 01115754 | Seasonal Work |
| SHF | 8106 | 9/23/2019 | As Needed | 01144939 | Sporadic Work |
| WAR | 8207 | 9/23/2019 | As Needed | 01119947 | Sporadic Work |
| WAR | 8207 | 9/23/2019 | As Needed | 01119944 | Sporadic Work |
| WAR | 8207 | 12/3/2019 | As Needed | 01075206 | Sporadic Work |
| WAR | 8207 | 8/26/2019 | As Needed | 01075206 | Sporadic Work |
| WAR | 7377 | 7/15/2019 | As Needed | 01075205 | Sporadic Work |
| WAR | 7377 | 9/30/2019 | As Needed | 01075205 | Sporadic Work |



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

Sent via Electronic Mail and U.S. Mail

February 20, 2020

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: REQUEST FOR STATUS GRANT OPPORTUNITY TO CLASS 1410
CHIEF CLERK FOR INCUMBENTS OF CLASS 1431 SENIOR
UNIT CLERKS.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on **March 2, 2020 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

The agenda will be posted for your review on the Civil Service Commission's website at www.sfgov.org/CivilService under "Meetings" no later than end of day on Wednesday, February 26, 2020. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is recommended. Should you or a representative not attend, the Commission will rule on the information submitted and any 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.

You may contact me at (415) 252-3247 or at sandra.eng@sfgov.org if you have any questions.

SANDRA ENG
ACTING EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

Sandra Eng
SANDRA ENG
Acting Executive Officer

Attachment

Cc: Brenda Barros
Lolet Encabo
Jennie Trinh
Micki Callahan, Department of Human Resources
Michael Brown, Department of Public Health
Princess Campbell, Department of Public Health
Mawuli Tugbenyoh, Department of Human Resources
Karrie Johnson, Department of Public Health
Stephanie Mayorga-Tipton, Department of Human Resources
Juliette Soto, Department of Public Health
Jason Klumb, SEIU Local 1021
Jessica Inouye, SEIU Local 1021
Commission File
Commissioners' Binder
Chron

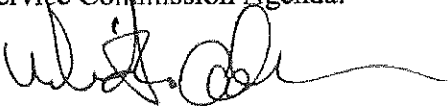
THE DOCUMENT SUPPORTS
CIVIL SERVICE
12

STAFF 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: 0023 - 20 - 5
2. For Civil Service Commission Meeting of: March 2, 2020
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda X
 Human Resources Directors Report
4. Subject: Request for Status Grant to Class 1410 Chief Clerk for incumbents of Class 1431 Senior Unit Clerk
5. Recommendation: Adopt the report and grant incumbents in Class 1431 Senior Unit Clerk status in Class 1410 Chief Clerk
6. Report prepared by: Michael L. Brown Telephone number: (415)554-2592
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: 
Date: 1/24/20
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

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

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

Attachment

CSC RECEIPT STAMP

NOTIFICATIONS (CSC Register #)

BRENDA BARROS

LOLET ENCABO

JENNIE TRINH

**JASON KLUMB
SEIU LOCAL 1021
350 RHODE ISLAND STREET, SUITE 100 SOUTH
SAN FRANCISCO, CA 94103**

**JESSICA INOUE
SEIU LOCAL 1021
350 RHODE ISLAND STREET, SUITE 100 SOUTH
SAN FRANCISCO, CA 94103**

**MICKI CALLAHAN
HUMAN RESOURCES DIRECTOR
DEPARTMENT OF HUMAN RESOURCES
1 SOUTH VAN NESS AVENUE, 4TH FLOOR
SAN FRANCISCO, CA 94102**

**MAWULI TUGBENYOH
DEPARTMENT OF HUMAN RESOURCES
1 SOUTH VAN NESS AVENUE, 4TH FLOOR
SAN FRANCISCO, CA 94102**

**STEPHANIE MAYORGA-TIPTON
DEPARTMENT OF HUMAN RESOURCES
1 SOUTH VAN NESS AVENUE, 4TH FLOOR
SAN FRANCISCO, CA 94102**

**MICHAEL L. BROWN
DIRECTOR OF HUMAN RESOURCES
DEPARTMENT OF PUBLIC HEALTH
101 GROVE STREET, ROOM 210
SAN FRANCISCO, CA 94102**

**KARRIE JOHNSON
HUMAN RESOURCES DEPARTMENT
DEPARTMENT OF PUBLIC HEALTH
2789 25TH STREET, 3RD FLOOR
SAN FRANCISCO, CA 94110**

PRINCESS CAMPBELL
HUMAN RESOURCES DEPARTMENT
DEPARTMENT OF PUBLIC HEALTH
101 GROVE STREET, ROOM 210
SAN FRANCISCO, CA 94102

JULIETTE SOTO
HUMAN RESOURCES DEPARTMENT
DEPARTMENT OF PUBLIC HEALTH
101 GROVE STREET, ROOM 210
SAN FRANCISCO, CA 94102



San Francisco Department of Public Health

Grant Colfax, MD
Director of Health

City and County of San Francisco
London N. Breed
Mayor

MEMORANDUM

DATE: January 15, 2020
TO: The Honorable Civil Service Commission
THROUGH: Micki Callahan, Human Resources Director
FROM: Michael L. Brown, Director of Human Resources, DPH *Michael L. Brown*
SUBJECT: Request for Status Grant to Employees in Class 1431 Senior Unit Clerk into Class 1410 Chief Clerk

I. Introduction

The San Francisco Department of Public Health (DPH) respectfully requests that the Civil Service Commission grant permanent civil service (PCS) status in Class 1410 Chief Clerk to three (3) employees with permanent civil service status in Class 1431 Senior Unit Clerk per the attached signed settlement agreement with Service Employees International Union (SEIU Local 1021). (Attachment A).

These three (3) employees named in the settlement agreement are currently appointed into Temporary Exempt (TEX) 1410 positions.

The impact of assigning the 1431 to the 1410 classification will adversely impact incumbents in the 1410 classification. The incumbents in the 1431 class will retain their underlying classification seniority per the agreement with SEIU Local 1021, 1431 Senior Unit Clerk - item #7 and CSC Rule 109.15 Civil Service Seniority.

Based on the agreement, the Department requests a status grant for the three (3) existing 1431 employees into Class 1410 to provide these incumbents status rights in the 1410 classification. Upon your approval of the status grant, by Commission action, the Department of Human Resources (DHR) will prohibit future appointments in Class 1431 and abolish the 1431 classification once there are no remaining incumbents.

II. Background

The work performed by Class 1431 Senior Unit Clerk has become more specialized especially with the recent implementation of the Electronic Health Record (EHR) system. The Department and Union mutually agreed that the work currently performed is more aligned with the class specification for Class 1410 Chief Clerk. (Attachment B)

The 1431 classification is a DPH only classification used in the outpatient clinics to supervise subordinate staff and provide support to medical and nursing staff. As previously mentioned, DPH recently implemented the Epic Electronic Health Record (EHR) to improve the patient experience and provide better care for San Francisco Health Network (SFHN) patients, which resulted in changes to the organizational structure and operational needs of the clinics.

Epic is a single integrated electronic medical record system that unifies patient data, and streamlines and standardizes care across the entire DPH health care system. This new technological system increased the roles and responsibilities of incumbents in the 1431 classification. They are now supervising a large group of employees and overseeing the day to day operations of the clinics, rather than just supervising Unit Clerks performing clerical and receptionist duties.

After review with our merit team, the changes in the scope of work for the 1431 incumbents more accurately reflect those of Class 1410. Per the attached settlement agreement, Public Health offered the three (3) permanent incumbents in the 1431 classification temporary exempt (TEX) 1410 positions, until a status grant is approved.

III. Standards/Authority

A. Applicable San Francisco City Charter Sections

Section 10.103 *The Human Resources Director shall establish a system of job classification. The decision of the Human Resources Director regarding classification matters shall be final unless appealed to the Commission. However, the allocation or reallocation of a position may not adversely affect the civil service rights of an occupant regularly holding such position.*

B. Civil Service Rules Applicable to the Classification Plan

Rule 109.1.1 *As provided under the Charter Section 10.103 of the City and County of San Francisco, the Human Resources Director shall have the duty and authority to establish a system of job classification and to allocate each position to a job class.*

Rule 109.1.2 *The Human Resources Director shall have the responsibility and authority to allocate new positions to a class based on the level and type of assigned duties as applicable under this Rule. Groups of positions form a class when it is*

determined by the Human Resources Director that the duties are at the same level of responsibility and authority.

Rule 109.1.6 *The Human Resources Director has the authority to make changes to the Classification Plan including creating new classes, abolishing, consolidating or amending classes consistent with the Classification Plan.*

Rule 109.1.7 *The decision of the Human Resources Director regarding classification matters including the authority to determine the status of an employee, shall be final unless appealed to the Civil Service Commission.*

Rule 109.8.1 *The Human Resources Director shall analyze positions and/or classifications whenever the Human Resources Director deems it necessary.*

C. Civil Service Rules Applicable to Status Grants

Rule 109.10.1 Class Consolidation *When the duties of two or more classes are combined into one new, existing or amended class, and if any of the classes involved are abolished, an employee who has permanent civil service status within the abolished class is granted status to the new, existing or amended class, subject to the limitations of this Rule.*

Rule 109.10.7 Implementation of Status

1. *All permanent employees in positions in the former class who have been reallocated to a new class, are granted status in positions in the new class as of the effective date as determined by the Human Resources Director.*

Rule 109.11 Limitations under this Rule

Rule 109.11.1 *The allocation or reallocation of a position shall not adversely affect the civil service rights of an occupant legally holding such a position under permanent appointment. If there is an adverse affect on the civil service rights of an occupant legally holding such a position under permanent appointment, such allocation or reallocation shall be effected when the position becomes vacant by reassignment or for other reason(s), except when earlier implementation is approved by mutual agreement with the appropriate recognized employee organization. Pending such reallocation, the incumbent shall continue in the position.*

Rule 109.11.2 *In administering this Rule, if the difference between the salary ranges of the former class and the new class is more than seven and one half (7½) percent, a significant difference in the scope of responsibility shall be deemed to exist, and status shall not be granted unless approved by the Civil Service Commission.*

Rule 109.11.3 *An employee must meet the minimum qualifications for the position in order to be eligible for status.*

Rule 109.13.1 *Probationary Period. Employees who are appointed by status in the same department shall not be required to complete a new probationary period.*

Rule 109.15 *Civil Service Seniority. Civil service seniority for employees granted status under Civil Service Commission Rule 109 shall be carried forward and is calculated for the date of certification in the former class prior to reclassification*

IV. Analysis

In accordance with the Civil Service Rules, DPH determined through a thorough and careful review that the role and responsibilities of Class 1431 are now much broader in scope especially with the implementation of Epic. The work has become more specialized and is no longer in alignment with Class 1431.

In accordance with Rule 109.11.1, the Department and SEIU recognize that there is adverse impact to the incumbents of Class 1410 because the 1431 employees will maintain their seniority date in Class 1431. Brenda Barros' city-wide seniority date of March 31, 1994 and Jennie Trinh's city-wide seniority date of March 12, 2001 would adversely affect thirteen (13) 1410 incumbents and Lolet Encabo's city-wide seniority date of July 23, 2013 would adversely affect eight (8) 1410. (Attachment C).

In addition, the three (3) employees seeking status grant to Class 1410 would have a salary increase of above the 7.5% cap. (There is a 24.56% difference between the two pay grades.) (Attachment D). Therefore, per Rule 109.11.2, the Civil Service Commission's approval is needed to allow a status grant for these employees to move forward. All incumbents will retain their Permanent Civil Service Status, no probationary period will be required since they will be appointed in the same Department.

V. Conclusion and Recommendation

The Department of Public Health, the Department of Human Resources and SEIU 1021 support the request for this status grant. We respectfully request approval by the Civil Service Commission to adopt the report and grant status to class 1410 Chief Clerk for the three (3) 1431 Senior Unit Clerk incumbents.

VI. Attachments

Attachment A: SEIU 1021 and Public Health Signed Settlement Agreement

Attachment B: Class Specifications for 1431 Senior Unit Clerk vs. 1410 Chief Clerk

Attachment C: Seniority Status 1431 vs. 1410

Attachment D: Salary Comparison 1431 Senior Unit Clerk vs. 1410 Chief Clerk

ATTACHMENT A

**SEIU 1021 and Public Health
Signed Settlement Agreement**

1431 Senior Unit Clerk:

1. DPH will initiate a status grant request to the Department of Human Resources. DPH will recommend that the existing 1431 Senior Unit Clerk staff be placed in the 1410 Chief Clerk classification. If the status grant is approved, the 1431 classification will no longer be used.
2. DPH Human Resources and Executive Leadership will request and advocate for the shortest possible probationary period allowed for a Status Grant.
3. DPH will create 3 1410 category 18 positions in which to place the existing 1431's pending a decision on the status grant request. The existing 1431 positions will not be eliminated until and unless the status grant is approved.
4. The incumbents will be placed in the TEX Category 18 1410 positions pending the outcome of the status grant request.
5. The 3 incumbent 1431's will have reversion rights to the 1431 classification if the status grant is not approved. Reversion rights will be in accordance with the MOU, civil service rules, and or applicable City policies. The incumbents may revert back to their original position with pay matching the rate at which they left, with any applicable cost of living adjustments.
6. If the status grant is approved, and the incumbent 1431's are moved into the 1410 classification, they will have reversion rights to previously held permanent positions excluding the 1431 as provided under the civil service rules.
7. If the status grant is approved by DHR and the Civil Service Commission, the incumbent will be placed at the same salary step in the new class as the employee was at in the former class and maintain his/her anniversary date.
8. The employees will receive Acting Pay from 45 days prior to filing of the grievance until placement in the 1410 TEX category 18 position. This will be an increase of one salary step above the employee's base salary (except for employees who are at the top step, who shall receive at least five (5) percent more than their base rate).
9. Once placed as a 1410 either Acting or as a TEX category 18, management will provide job related training opportunities with special focus on job related mandatory or required training concerning enrollment and eligibility programs.
10. Incumbents will be granted a leave of absence from their PCS positions to take the Category 18 TEX positions.
11. The incumbent 1431's are:
 - a. Brenda Barros
 - b. Lolet Encabo
 - c. Jennie Trinh

1408 Principal Clerk:

1. DPH will submit a request for a 2909 Hospital Eligibility Worker Supervisor TEX Category 18 for each of the impacted incumbent 1408 Principal Clerk listed.
2. The employees will receive Acting Pay from 45 days prior to filing of the grievance until placement in the 2909 TEX category 18 position. This will be an increase of one salary step above the employee's base salary (except for employees who are at the top step, who shall receive at least five (5) percent more than their base rate).
3. Incumbents will be granted a leave of absence from their PCS positions to take the Category 18 TEX positions. Should they revert back to their positions the MOU and or applicable City policies will apply. The

incumbents may revert back to their original position with pay matching the rate at which they left, with any applicable cost of living adjustments.

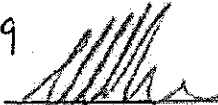
4. Incumbent 1408's will apply for PCS 2909 positions and compete in the normal City process.
5. Incumbent will be placed at the same salary step in the new TEX category 18 class as the employee was at in the former class.
6. Management will review requests for training related to exam preparation and where possible support such requests. The union may provide additional training at their discretion in order to assist incumbents in exam preparation.
7. The incumbent 1408's are:
 - a. Angie Ramos
 - b. Lily Lee
 - c. Annette Spears
 - d. Cheryl Denson-Thornton
 - e. Rachel Ainza
 - f. Tonya Thompson

GENERAL PROVISIONS:

1. For both the 1410 and 2909 eligible lists the rule of the list will be allowed.
2. There is no guarantee of a PCS promotion.
3. For listed employees who are on a leave of absence from their PCS position to accept the TEX Category 18 opportunity, Article IV individual rights and skelly rights of the MOU will apply.
4. We can give credit served for work in the TEX category 18 2909 classification towards their PCS position probation up to 3 months (520 hours).
5. We cannot promise to keep a person in the TEX position if they fail the PCS exam in order to allow them another opportunity. That does not mean there will not be times when people may stay in a position past the exam and the creation of the eligible list.
6. This grievance is settled in total. The union cannot refile based upon the same facts.
7. Within 48 business hours of the unions signing acceptance of this grievance, each 1408 listed will be provided a link to apply for the relevant TEX category position. They will have 10 business days to apply. Failure to apply will result in the City assuming they are not interested and will the position with another qualified candidate.
8. A person who wishes to stay in their existing classification will not be assured of maintenance of location or duties. Duties will be adjusted to match the classification specification and acting pay will be stopped accordingly.
9. This agreement does not constitute agreement on future state staffing or supervisory structure, and the union does not waive any right to bargain over proposed future



Date: 3-21-2019



Date: 3/21/19

For the Employer, Ron Weigelt, DPH HR Director

For the Union, David Canham, SEIU Local 1021 Regional Director

SEIU MEMBER Witness:



3/21/19



3/21/19

ATTACHMENT B

Class Specifications

1431 Senior Unit Clerk vs. 1410 Chief Clerk



City and County of San Francisco
Senior Unit Clerk (#1431)

\$31.25-\$37.95 Hourly / \$5,417.00-\$6,578.00 Monthly / \$65,000.00-\$78,936.00 Yearly

 Notify Me when a Job Opens for the above position(s)

DEFINITION

Under direction, supervises Unit Clerks performing clerical and receptionist duties in an outpatient clinic and provides support to medical and nursing staff and other hospital departments.

DISTINGUISHING FEATURES

The Senior Unit Clerk is utilized exclusively in the outpatient clinic setting at Zuckerberg San Francisco General Hospital and Trauma Center and is distinguished from other clerical classifications by the unique nature of the assignments and the consequence of error associated with the quality and level of patient care. It is distinguished from 1428 Unit Clerk in that it supervises a team of Unit Clerks.

SUPERVISION EXERCISED

Supervises subordinate staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Selects, trains, and supervises Unit Clerks in an outpatient clinical setting.
2. Monitors and coordinates clerical activities including the preparation and completion of medical records charts, scheduling of patients' appointments, and the billing of patient visits.
3. Participates in the planning, development and implementation of clerical and receptionist activities; implements and interprets policies, methods and procedures.
4. Performs clerical tasks such as scheduling appointments, referring patients to appropriate clinics, requesting and checking medical record charts, processing clinic forms, screening patient accounts.
5. Serves as liaison between the clinic's clerical staff and medical, nursing and support staff, administrative staff, and patients in regard to the clinic's clerical operations.
6. Develops budgetary requests for personnel, equipment and supplies; maintains equipment and supplies.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: medical terminology, hospital routines and procedures; general clerical and basic mathematical procedures.

Ability and Skill to: plan, organize, supervise and evaluate the work of subordinate employees in an outpatient clinic setting; instruct and train clerical employees; establish and maintain effective working relations with staff, patients and visitors; plan organize and maintain clerical records; effectively respond to unusual situations and identify and resolve a variety of problems and issues.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

Two (2) years of medical clerical experience in a hospital unit, doctor's office or equivalent. This experience must have been gained within the last three (3) years.

License and Certification:

Substitution:

Completion of a recognized Certified Unit Clerk/Coordinator Program or completion of a recognized Medical Assistant/Clerical Training Program (Health Care Technology Program) may substitute for 6 months the required experience.

NOTES

PROMOTIVE LINES

From: 1428 Unit Clerk

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CLASS: 1431; EST: 10/21/1991; REV: 7/24/2017;



City and County of San Francisco

Chief Clerk (#1410)

\$38.89-\$47.26 Hourly / \$6,741.00-\$8,192.00 Monthly / \$80,886.00-\$98,306.00 Yearly

 Notify Me when a Job Opens for the above position(s)

DEFINITION

Under general direction, the incumbent supervises a large group of employees engaged in a wide variety of office clerical work, and performs responsible and highly specialized clerical and administrative work in connection therewith; or interprets and oversees the dissemination of important information requiring extensive specialized knowledge of the policies and procedures of a department, as well as the regulations enforced by that department, to the public and departmental personnel; and performs related duties as required.

DISTINGUISHING FEATURES

Incumbents in this class either serve as the highest supervisory level in the clerical series, overseeing the work of a large group of clerks and clerk-typists; or, at the specialist level, serve as a lead worker to a group of employees responsible for explaining important and specialized policies, procedures, and regulations of a department to the public. This classification requires considerable responsibility for interpreting, coordinating and enforcing existing methods and procedures applicable to office operations; for assisting in developing new methods and techniques effecting such operations; for initiating and maintaining regular responsible contacts with other city departments, the general public and outside organizations relative to office operations; and requires overall supervisory responsibility for the preparation, maintenance and processing of important and detailed records and reports. Positions in this class are distinguished from those in the Principal Clerk level in that the latter supervises a smaller unit of clerical staff, performs less independently and/or provides specialized information that is less complex in nature.

SUPERVISION EXERCISED

May supervise a large group of employees engaged in clerical work; or act as lead worker to a group of employees providing specialized information to the public.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Plans, assigns, supervises and inspects the clerical and office work of subordinate employees; reviews such work for completeness and conformance to existing procedures and instructions.
2. Performs difficult and specialized clerical work involving the exercise of considerable individual judgment and knowledge of appropriate laws, regulations and procedures of the department assigned.

3. Interprets, oversees and provides the dissemination of specialized information to the public and/or departmental personnel regarding the policies and procedures of the department to which assigned, as well as the regulations enforced by that department.
4. Interviews members of the public in order to obtain information and screens issues to determine appropriate referrals to professional and technical staff; responds to difficult client issues and deals personally with a wide range of problems requiring specialized knowledge of the policies, procedures and regulations of a department.
5. Accesses specialized computer software in order to obtain and ensure the accuracy of information regarding specific departmental functions.
6. Explains and interprets administrative decisions and policies as they apply to office operations of the department.
7. Consults with and advises the general public, other departmental officials and other in regards to specific functions and responsibilities of assigned office.
8. Supervises the receipt, processing, filing and general handling of a wide variety of documents and papers.
9. Participates in the development of new procedures and methods relative to office routines and clerical processes.
10. Assists in the preparation of budget estimates and reports.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Modern clerical and office methods, procedures and techniques; departmental organization and methods; applicable laws, rules and regulations pertaining to the activities of the department to which assigned.

Ability and Skill to: Plan, organize, supervise and inspect the work of subordinate personnel; exercise good judgment in resolving disputes and differences arising with the general public and other personnel; communicate effectively in writing and orally, including eliciting information necessary for performance of assigned duties; prioritize competing requests for service; establish and maintain effective working relationships with staff, departmental representatives and the public; interpret, apply and explain policies, procedures and regulations specific to departmental functions; prioritize competing requests for service; deal effectively and courteously with the public and other departmental personnel; prepare accurate and concise administrative reports and papers. May require ability to utilize a computer keyboard to access and utilize specialized software.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

Four (4) years (equivalent to 8,000 hours) of verifiable highly responsible and diversified clerical experience, including preparing and processing complex work impacting an entire department or section; responding to and resolving difficult day to day problems and/or complaints encountered by staff, the public and others individuals, etc. on office operation and procedures; and explaining and

interpreting information to departments, staff, the public and/or others; including two (2) years of experience in a supervisory capacity over a clerical function/unit, which included evaluating subordinate employees.

License and Certification:

Substitution:

Completion of a clerical training program (240 hours) OR 15 semester units (or equivalent quarter units) of coursework from an accredited college or university may be substituted for six (6) months (equivalent to 1000 hours) of the required experience.

NOTES

SUPPLEMENTAL INFORMATION

ORIGINATION DATE: 02/23/1961

AMENDED DATE: 03/30/98; 12/04/09; 02/02/16

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CLASS: 1410; **EST:** 1/1/1900; **REV:** 2/2/2016;

ATTACHMENT C

Seniority Status 1431 vs. 1410

CURRENT 1431 SENIOR UNIT CLERK
SEEKING STATUS GRANT

1431 Incumbents

| Class | Class Title | Dept. | Empl Class | Full/Part | Elig List # | Rank | Last | First Name | Certificate Dt |
|-------|-------------------|-------|------------|-----------|-------------|------|--------|------------|----------------|
| 1431 | Senior Unit Clerk | DPH | PCS | F | 011120 | 6.00 | Barros | Brenda | 3/31/1994 |
| 1431 | Senior Unit Clerk | DPH | PCS | F | 021964 | 1.00 | Trinh | Jennie | 3/12/2001 |
| 1431 | Senior Unit Clerk | DPH | PCS | F | PH1074 | 1.00 | Encabo | Lolet | 7/23/2013 |

ALL CURRENT 1410 CHIEF CLERK

1410 Incumbents

| Class | Class Title | Dept | Emp Class | Full/Part | Elig List # | Rank | Last | First Name | Certificate Dt | Appointment Dt |
|-------|-------------|------|-----------|-----------|-------------|-------|-----------------|------------|----------------|----------------|
| 1410 | Chief Clerk | REG | PCS | F | 051182 | 30.00 | Brown | Deborah | 12/2/2003 | 12/10/2003 |
| 1410 | Chief Clerk | DBI | PCS | F | 051182 | 15.00 | Suardana | Tuti | 10/6/2004 | 10/26/2004 |
| 1410 | Chief Clerk | MTA | PCS | F | 053097 | 11.00 | Shalkh | Shahin | 6/3/2008 | 3/28/2015 |
| 1410 | Chief Clerk | POL | PCS | F | 053097 | 2.00 | Antonio | Mark | 12/18/2009 | 3/22/2010 |
| 1410 | Chief Clerk | REG | PCS | F | 058253 | 20.00 | Quach | Cuong | 6/19/2013 | 7/26/2013 |
| 1410 | Chief Clerk | MTA | PCS | F | 060668 | 1.00 | Gragasin | Janice | 7/21/2014 | 12/6/2014 |
| 1410 | Chief Clerk | USD | PCS | F | 060668 | 44.00 | Martir | Patricia | 6/9/2015 | 8/3/2015 |
| 1410 | Chief Clerk | USD | PCS | F | 060668 | 50.00 | Torres | Ana | 6/9/2015 | 8/3/2015 |
| 1410 | Chief Clerk | ADP | PCS | F | 060668 | 47.00 | Selinger | Sylvia | 7/30/2015 | 9/26/2015 |
| 1410 | Chief Clerk | USD | PCS | F | 060668 | 35.00 | Vargas | Maria | 3/4/2016 | 5/12/2016 |
| 1410 | Chief Clerk | POL | PCS | F | 901183 | 4.00 | Huisman | Angela | 8/24/2016 | 12/17/2016 |
| 1410 | Chief Clerk | USD | PCS | F | 901183 | 12.00 | Ng | Grace | 11/1/2016 | 12/14/2016 |
| 1410 | Chief Clerk | ADM | PCS | F | 902845 | 11.00 | Rodriguez | Kennia | 3/25/2019 | 7/1/2019 |
| 1410 | Chief Clerk | | PEX | F | | 0.00 | Sandoval | Guillermo | | 7/3/2017 |
| 1410 | Chief Clerk | | PEX | F | | 0.00 | Canja | Sharie | | 4/20/2019 |
| 1410 | Chief Clerk | | PEX | F | | 0.00 | Rochin-Orellana | Jennifer | | 12/4/2019 |
| 1410 | Chief Clerk | DPH | TEX | F | | 0.00 | Barros | Brenda | | 4/20/2019 |
| 1410 | Chief Clerk | DPH | TEX | F | | 0.00 | Encabo | Lolet | | 4/20/2019 |
| 1410 | Chief Clerk | DPH | TEX | F | | 0.00 | Trinh | Jennie | | 4/20/2019 |

AFTER ST, GRANT
IMPACT ON INCUMBENTS in 1410 CLASSIFICATION

1410 Incumbents

| Class | Class Title | Dept. | Empl Class | Full Part | Emp List # | Rank | Last | First Name | Certificate Dt | Status Grant |
|-------|-------------|-------|------------|-----------|------------|-------|----------------|------------|----------------|----------------|
| 1410 | Chief Clerk | DPH | PCS | F | 011120 | 6.00 | Barros | Brenda | 3/31/1994 | Status Grant * |
| 1410 | Chief Clerk | DPH | PCS | F | 021964 | 1.00 | Trinh | Jennie | 3/12/2001 | Status Grant * |
| 1410 | Chief Clerk | REG | PCS | F | 051182 | 30.00 | Brown | Deborah | 12/2/2003 | |
| 1410 | Chief Clerk | DBI | PCS | F | 051182 | 15.00 | Suardana | Tuti | 10/6/2004 | |
| 1410 | Chief Clerk | MTA | PCS | F | 053097 | 11.00 | Shaikh | Shahin | 6/3/2008 | |
| 1410 | Chief Clerk | POL | PCS | F | 053097 | 2.00 | Antonio | Mark | 12/18/2009 | |
| 1410 | Chief Clerk | REG | PCS | F | 058253 | 20.00 | Quach | Cuong | 6/19/2013 | |
| 1410 | Chief Clerk | DPH | PCS | F | PH1074 | 1.00 | Encabo | Lolet | 7/23/2013 | Status Grant * |
| 1410 | Chief Clerk | MTA | PCS | F | 060668 | 1.00 | Gragasin | Janice | 7/21/2014 | |
| 1410 | Chief Clerk | USD | PCS | F | 060668 | 44.00 | Martir | Patricia | 6/9/2015 | |
| 1410 | Chief Clerk | USD | PCS | F | 060668 | 50.00 | Torres | Ana | 6/9/2015 | |
| 1410 | Chief Clerk | ADP | PCS | F | 060668 | 47.00 | Selinger | Sylvia | 7/30/2015 | |
| 1410 | Chief Clerk | USD | PCS | F | 060668 | 35.00 | Vargas | Maria | 3/4/2016 | |
| 1410 | Chief Clerk | POL | PCS | F | 901183 | 4.00 | Huisman | Angela | 8/24/2016 | |
| 1410 | Chief Clerk | USD | PCS | F | 901183 | 12.00 | Ng | Grace | 11/1/2016 | |
| 1410 | Chief Clerk | ADM | PCS | F | 902845 | 11.00 | Rodriguez | Kennia | 3/25/2019 | |
| 1410 | Chief Clerk | | PEX | F | | 0.00 | Sandoval | Guillermo | 7/3/2017 | |
| 1410 | Chief Clerk | | PEX | F | | 0.00 | Canja | Sharie | 4/20/2019 | |
| 1410 | Chief Clerk | | PEX | F | | 0.00 | Rochin-Orellai | Jennifer | 12/4/2019 | |

ATTACHMENT D

Salary Comparison 1431 vs. 1410

Rates Effective: Dec 28, 2019 – Jun 30, 2020

| 1431 Senior Unit Clerk | Step | 1 | 2 | 3 | 4 | 5 |
|-------------------------------|------------------|-----------|-----------|-----------|-----------|-----------|
| | hourly | \$31.5625 | \$33.1125 | \$34.7875 | \$36.5125 | \$38.3250 |
| | Bi-weekly | \$2,525 | \$2,649 | \$2,783 | \$2,921 | \$3,066 |
| | annual | \$65,650 | \$68,874 | \$72,358 | \$75,946 | \$79,716 |

| 1410 Chief Clerk | Step | 1 | 2 | 3 | 4 | 5 |
|-------------------------|------------------|-----------|-----------|-----------|-----------|-----------|
| | hourly | \$39.2750 | \$41.2375 | \$43.2875 | \$45.4625 | \$47.7375 |
| | Bi-weekly | \$3,142 | \$3,299 | \$3,463 | \$3,637 | \$3,819 |
| | annual | \$81,692 | \$85,774 | \$90,038 | \$94,562 | \$99,294 |

Increase: 24.5597%

- (13) **Public comment on all matters pertaining to Items #14 and #15.**
- (14) **Vote on whether to hold Item #15 in closed session.
(Action Item)**

Basis for closed session: Personnel Exception (Gov. Code §54957(b)(1), Admin Code §67.10(b)); California Constitution Art. I, sec. 1.

**(15) Closed Session – PUBLIC EMPLOYEE APPOINTMENT.
(File No. 0029-20-1) – Possible Action Item**

Title: Executive Officer

February 3, 2020: No action was taken.

(16) Reconvene in Open Session. Vote to elect whether to disclose any or all discussions on Item #15 in closed session (S.F. Admin. Code §67.12 (a)) – Action Item

**COMMISSIONERS'
ANNOUNCEMENTS/
REQUEST**

ADJOURNMENT