



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

May 5, 2022

## NOTICE OF CIVIL SERVICE COMMISSION MEETING

- SUBJECT:1) ANNUAL SALARY ADJUSTMENT (4th) YEAR OF 5-YEAR CYCLE OF SALARY OF MEMBER, BOARD OF SUPERVISORS IN ACCORDANCE WITH CHARTER SECTION 2.100 FOR FISCAL YEAR 2022-23 AND, BASE SALARY SETTING FOR ELECTED OFFICIALS (MAYOR, CITY ATTORNEY, DISTRICT ATTORNEY, PUBLIC DEFENDER, ASSESSOR-RECORDER, TREASURER, AND SHERIFF) IN ACCORDANCE WITH CHARTER SECTION A8.409-1 FOR FISCAL YEARS 2022-27.**
- 2) ANNUAL CERTIFICATION OF BENEFITS OF ELECTED OFFICIALS (INCLUDING MEMBERS OF THE BOARD OF SUPERVISORS) FOR FISCAL YEAR 2022-23 OF THE CITY AND COUNTY OF SAN FRANCISCO IN ACCORDANCE WITH CHARTER SECTION A8.409-1.**

The above matters will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) to be held on May 16, 2022, at 2:00 p.m. in City Hall, Room 400, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx.

These items will appear on the regular agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

*All materials being considered by the Civil Service Commission for these items 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

/SE/

Sandra Eng  
Executive Officer

Attachment

cc: The Honorable London N. Breed, Mayor  
The Honorable Manohar P. Raju, Public Defender  
The Honorable Jose Cisneros, Treasurer - Tax Collector  
The Honorable Chesa Boudin, District Attorney  
The Honorable Paul M. Miyamoto, Sheriff  
The Honorable David Chiu, City Attorney  
The Honorable Joaquin Torres, Assessor - Recorder  
The Honorable Shamann Walton, President, Board of Supervisors  
The Honorable Connie Chan, Member Board of Supervisors  
The Honorable Catherine Stefani, Member Board of Supervisors  
The Honorable Aaron Peskin, Member Board of Supervisors  
The Honorable Matt Dorsey, Member Board of Supervisors  
The Honorable Dean Preston, Member Board of Supervisors  
The Honorable Gordon Mar, Member Board of Supervisors  
The Honorable Myrna Melgar, Member Board of Supervisors  
The Honorable Rafael Mandelman, Member Board of Supervisors  
The Honorable Hillary Ronen, Member Board of Supervisors  
The Honorable Ahsha Safai, Member Board of Supervisors  
Angela Calvillo, Clerk, Board of Supervisors  
Carol Isen, Human Resources Director  
Steve Ponder, Director of Classification and Compensation  
Ben Rosenfield, Controller  
Risa Sandler, Controller's Office, Budget, and Analysis Division  
Christie Beetz, Director, PPSD  
Alison Romano, Chief Executive Officer, San Francisco Retirement Service  
Abbie Yant, Executive Director, Health Service System  
Sandra Eng, Executive Officer, Civil Service Commission

## 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 (628) 652-1100. The fax number is (628) 652-1109. The email address is [civilservice@sfgov.org](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civilservice/](http://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 (4<sup>th</sup>) 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](http://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 (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

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/](http://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.

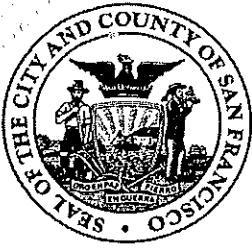
Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1107 or (628) 652-1100 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings 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](mailto:sotf@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://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/>.



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Date: May 16, 2022

To: Civil Service Commission

Through: Sandra Eng *SE*  
Executive Officer

From: Luz Morganti *LM*  
Senior Human Resources Analyst

Subject: Annual Salary Adjustment (4<sup>th</sup> year of 5-year cycle) for Member, Board of Supervisors in accordance with Civil Service Commission Action of May 20, 2019, and with Charter Section 2.100 for Fiscal Year 2022-2023

## Background

### **I. Civil Service Commission Authority - Salary Setting and Annual Salary Adjustment**

#### **Board of Supervisors Salary Setting: Charter Section 2.100 Composition and Salary**

Charter Section 2.100 - Composition and Salary directs that the Civil Service Commission shall set the Supervisors' salary once every five years.

#### **Board of Supervisors Salary Adjustment: Commission Action of May 20, 2019**

At its meeting on May 20, 2019, the Commission approved for San Francisco Member, Board of Supervisors a salary increase of 12% effective July 1, 2019. This set the base salary for the five-year cycle at \$140,148 effective July 1, 2019.

They also approved for the 2nd and 3rd years that they will receive a salary increase of 3.5% each July 1st. The increase for the 4th and 5th years would continue to be based on the **Annual Average CPI-U** but not to exceed 5% in either year.

**Fiscal Year 2022-2023 is the 4th year of this 5-year cycle.**

**II. Consumer Price Index**

The annual CPI-U (Consumer Price Index – All Urban Consumers) issued by the Bureau of Labor Statistics comparing the CPI-U change in December 2021 to the previous CPI-U in December 2020 is a 4.2% increase in the CPI-U. Therefore, in accordance with Charter Section 2.100; and, by Commission action of May 20, 2019, for the fourth (4th) year of the five-year cycle for members of the Board of Supervisors, the Commission may increase salaries by 4.2% effective July 1, 2022.

**III. Annual Salary Adjustment**

**Fiscal Year 2021-2022 Certified Salaries**

For Fiscal Year 2021-2022, the salaries of members of the Board of Supervisors were adjusted based on a 3.5% increase.

Certified Salary of Member, Board of Supervisors Fiscal Year 2021-2022		
Class	Title	Annual
0720	Member, Board of Supervisors	\$150,130

**Fiscal Year 2022-2023 Recommended/Adjusted Annual Salary**

The recommended Fiscal Year 2022-2023 salary based on the 4.2% CPI-U (increase) change for members of the Board of Supervisors is:

Salary of Member, Board of Supervisors Fiscal Year July 1, 2022 - June 30, 2023			
Class/Title	FY 2021-2022 Certified Salary	\$ Increase Based on CPI-U 4.2% Change	FY 2022-2023 Annual Salary (includes % increase)
0720 Member, Board of Supervisors	\$150,130	\$6,305	\$156,435

*It should be noted that this is an estimate, and the actual salary will be determined by Class and Compensation methodology consistent with the City's process.*

**Recommendation:** *Accept the report; certify the salary of Member, Board of Supervisors in accordance with Charter Section 2.100 for timely transmittal to the Controller for inclusion in the FY 2022-2023 budget.*

Attachments: Charter Section 2.100  
Bureau of Labor Statistics CPI-U

cc: The Honorable Shamann Walton, President, Board of Supervisors  
The Honorable Connie Chan, Member Board of Supervisors  
The Honorable Catherine Stefani, Member Board of Supervisors  
The Honorable Aaron Peskin, Member Board of Supervisors  
The Honorable Matt Dorsey, Member Board of Supervisors  
The Honorable Dean Preston, Member Board of Supervisors  
The Honorable Gordon Mar, Member Board of Supervisors  
The Honorable Myrna Melgar, Member Board of Supervisors  
The Honorable Rafael Mandelman, Member Board of Supervisors  
The Honorable Hillary Ronen, Member Board of Supervisors  
The Honorable Ahsha Safai, Member Board of Supervisors  
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Abbie Yant, Executive Director, Health Service System  
Sandra Eng, Executive Officer, Civil Service Commission

## ARTICLE II

### LEGISLATIVE BRANCH

SEC. 2.100. Composition and Salary.

**SEC. 2.100. COMPOSITION AND SALARY.**

The Board of Supervisors shall consist of eleven members elected by district.

The office of Board of Supervisors member is a full time position. The Civil Service Commission shall set the Supervisors' salary once every five years. Before the Commission determines the Supervisors' salary, it shall conduct and consider a salary survey of other full time California City Councils and County Boards of Supervisors and it may consider the Consumer Price Index (CPI).

The Civil Service Commission shall timely transmit its determination of the Supervisors' salary to the Controller, so that funds can be set aside for that purpose. The Controller shall include the Civil Service Commission's determination in appropriate budget documents to insure implementation. This determination may not be changed except by the Civil Service Commission.

The Civil Service Commission shall establish dates for an appropriate five-year cycle for making the determinations required by this Section, in order to efficiently coordinate with City budget processes and related procedures. In order to institute this five-year cycle the initial determination may be for less than a five-year period, as determined by the Civil Service Commission.

If the City and employee organizations agree to amend the compensation provisions of existing memoranda of understanding to reduce costs, the Civil Service Commission shall review and amend the Supervisors' salary as necessary to achieve comparable cost savings in the affected fiscal year or years.

The provisions of this Section shall apply, notwithstanding any other provision of this Charter. (Amended November 1996; June 1998; November 2002)





For Release: Wednesday, January 12, 2022

22-51-SAN

WESTERN INFORMATION OFFICE: San Francisco, Calif.  
 Technical information: (415) 625-2270 BLSinfoSF@bls.gov www.bls.gov/regions/west  
 Media contact: (415) 625-2270

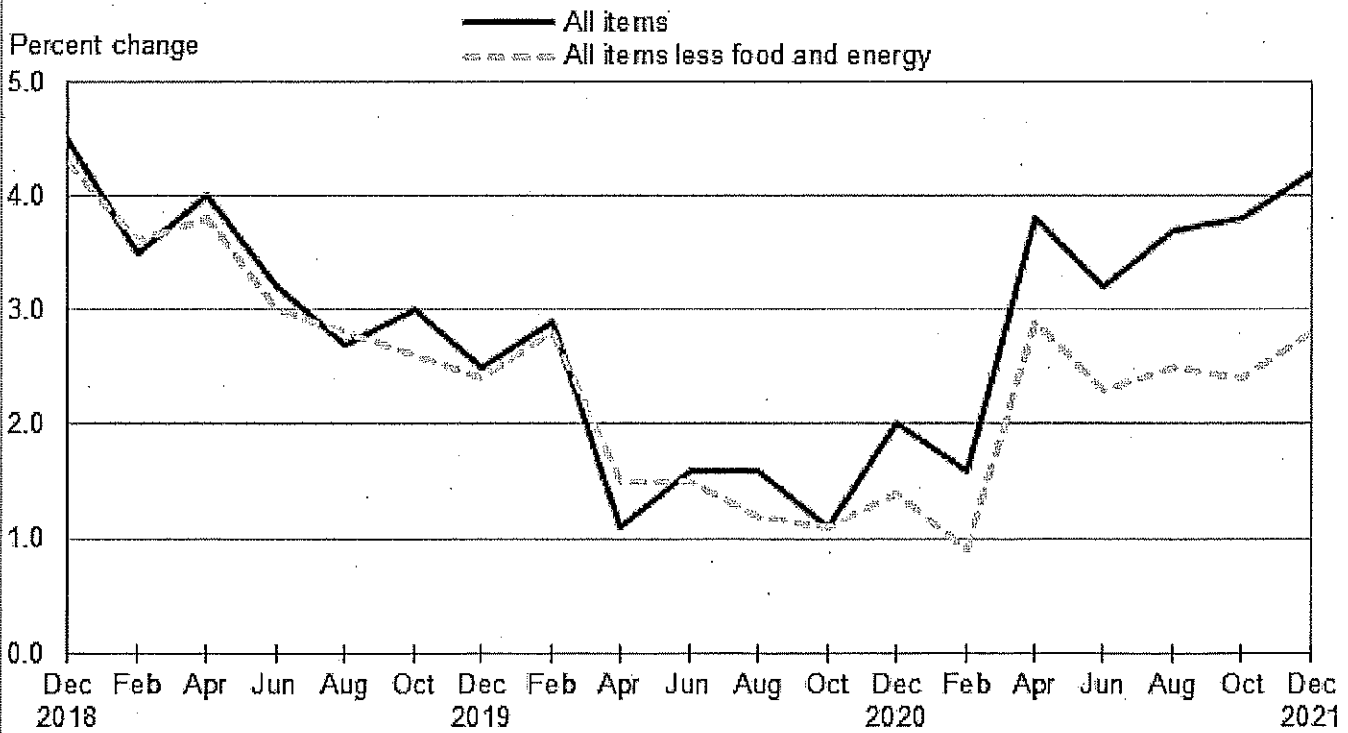
**Consumer Price Index, San Francisco Area — December 2021**

**Area prices were up 0.8 percent over the past two months, up 4.2 percent from a year ago**

Prices in the San Francisco area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), increased 0.8 percent for the two months ending in December 2021, the U.S. Bureau of Labor Statistics reported today. (See table A.) Regional Commissioner Chris Rosenlund noted that the December increase was influenced by higher prices for new and used motor vehicles. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U advanced 4.2 percent. (See chart 1 and table A.) Food prices increased 5.2 percent. Energy prices jumped 28.2 percent, largely the result of an increase in the price of gasoline. The index for all items less food and energy increased 2.8 percent over the year. (See table 1.)

**Chart 1. Over-the-year percent change in CPI-U, San Francisco-Oakland-Hayward, CA, December 2018–December 2021**



Source: U.S. Bureau of Labor Statistics.