



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

**Regular Meeting
April 18, 2022**

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

This meeting will be held in person at the location listed above. As authorized by California Government Code Section 54953(e) and Mayor Breed's 45th Supplement to her February 25, 2020, emergency proclamation, it is possible that some members of the Civil Service Commission may attend this meeting remotely. In that event, those members will participate and vote by video. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or by calling (415) 655-0001 and entering meeting id 2491 272 2290 # #. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: 2491 272 2290# #**

LONDON N. BREED, MAYOR

COMMISSIONERS

JACQUELINE MINOR

President

KATE FAVETTI

Vice President

DOUGLAS CHAN

F.X. CROWLEY

ELIZABETH SALVESON

SANDRA ENG

Executive Officer

The public is encouraged to submit comments in advance of the meeting in one of three ways: (1) email civilservice@sfgov.org, (2) leave a voicemail message in the CSC Office main line at 628-652-1100 or (3) use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code 2491 272 2290. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record.

CALL TO ORDER

2:00 p.m.

(1) **ROLL CALL**

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

President Jacqueline P. Minor presided.

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

Colette Luckie, President of Cornerstone Consulting HR. Cornerstone has several contracts with the City, particularly with PUC and assisting them with the Racial Equity Plan. The analysts that are looking at resumes are passing qualified candidates over. Hetch Hetchy currently has 60 job openings that we are trying to help them fill. The analysts do not have the technical knowledge around power, water or electric and they are kicking these very qualified candidates who want to work for the City out of the system.

Karen Fleshman, Partner of Cornerstone Consulting HR. Cornerstone has just returned from Hetch Hetchy. Staff has expressed frustration over the 60 vacancies. There should be some kind of emergency order, where they can hire for these positions.

(3) **APPROVAL OF MINUTES - Action Item**

Regular Meeting of April 4, 2022 – 2:00 p.m.

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

(4) **ANNOUNCEMENTS**

None.

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

There was no report.

(6) EXECUTIVE OFFICER’S REPORT

Sandra made two announcements: (1) The Office of Racial Equity’s expanded working group is looking at hiring managers from different City Agencies to look at the City’s overall hiring practice. Currently, we are looking at the pathways and opportunities for growth. It was exciting to hear from hiring managers. They expressed some challenges. Some hiring managers think that it is the Civil Service Commission Rules that need to change. Our office plans to go out to the departments and let hiring managers know what they can do. (2) Jennifer Bushman is being promoted as 1244 to the Department of Human Resources, Public Safety Team. She will be working with Dave Johnson and his team.

0051-22-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 7)

PCS	Department	Amount	Type of Service	Type of Approval	Duration
44789-21/22	City Administrator	\$500,000	Contractor shall provide repairs and maintenance services for 120 travel trailers, under Covid-19 Alternative Shelter Program, located at Site F. These trailers were acquired as a temporary housing options for the City’s most vulnerable populations at the beginning of pandemic, Covid-19. The required maintenance and repairs are electrical and lights, heater and air conditioning, doors and locks, appliances such as refrigerator and microwave, leaks, etc. These services are to be performed twice per week, with 4 hours for each service day, for a total of 8 hours per week, plus on call for urgent issues.	Regular	6/30/2025
46611-21/22	Airport	\$550,000	The San Francisco International Airport (“Airport”) requires specialized support/maintenance, and custom programming for the Airport’s Operating Budget System (OBS). The OBS proprietary financial software system was implemented to develop the annual operating budget submittal and submit the request electronically to the Controller’s and Mayor’s Office.	Regular	6/30/2027
49808-21/22	Airport	6,500,000	San Francisco International Airport (“SFO” or “Airport”) has many transportation-related automated systems and networks used for information processing, control and communications that are critical to the safety and security of the Airport’s mission. These systems must be adequately protected against evolving cybersecurity threats. The Airport requires the Contractor to optimize the Airport’s information technology against the cybersecurity risks associated with the operation of these systems. This work is generally done through a Information Technology Security Operations Center (“IT SOC”) to monitor and protect the Airport’s Networks from unauthorized/unusual activity due to cyber attacks (malware, ransomware, e-mail phishing, etc.), thereby minimizing Airport’s cybersecurity risk.	Regular	6/30/2027
46581-21/22	Controller	\$20,000,000	The City has a need to set up reimbursement or revolving credit agreements with financial institutions to provide a credit or liquidity facility to the City utilized in the issuance of short term debt by the City to institutional investors via the City’s Commercial Paper Program, variable rate demand bonds or other types of short-term debt at the lowest possible interest rates.	Regular	3/20/2031
45755-21/22	Environment	\$1,000,000	Administer all aspects of pre-tax employee benefit program, including participant enrollment through web-based database interface, distribution of transit fare media, customer service, account management, payroll interface and reconciliation, and reporting.	Regular	6/30/2027

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PCS	Department	Amount	Type of Service	Type of Approval	Duration
48566-21/22	Environment	\$1,500,000	Work in collaboration with the Department to design, develop and administer needs the Department has relating to its outreach efforts online. On an ongoing basis, this will involve providing support for organizational and technical security controls and maintenance activities to keep the Department's website software updated, patched and operating smoothly and securely. This will also include developing new websites, web-based applications or web-based products that may be needed.	Regular	5/31/2026
41822-21/22	Human Services	\$900,000	Contractor will administer and monitor alcohol and drug testing and usage through randomized substance abuse testing services to parents of families involved with child welfare services. Contractor will provide direct observation drug testing for clients on a range of substances, provide test results to assigned DHS staff, maintain records of all appointments (including missed appointments), and provide data collection results to protective service workers. Contractor will develop process for referrals for testing, actual testing, to work directly with clients on test scheduling and instructions, provide a web-based tracking and notification system, and report on confidential final results.	Regular	6/30/2026
42037-21/22	Human Services	\$350,000	Provision of SafeCare(r)Parenting education to San Francisco Department of Health Nurses-SafeCare(R) is an evidence-based home visitation model for prevention of child neglect to San Francisco families with children who at risk for abuse and neglect.	Regular	6/30/2026
42186-21/22	Human Services	\$605,000	To provide an online resource directory (ORD) to help connect San Francisco older adults and adults with disabilities to services, resources, and providers citywide. The ORD will serve as a searchable repository of resources spanning a wide range of service domains, including healthcare, housing, caregiving assistance, public benefits, and social and recreational spaces.	Regular	4/30/2025
44708-21/22	Municipal Transportation Agency	\$28,115,000	The Train Control Upgrade Project (TCUP) is a ten-year capital program that will procure a new Communications Based Train Control (CBTC) system to replace the aging train control signal system currently installed in the Market Street Subway and expand CBTC to the surface. It will provide operations and service planning staff with the tools necessary to deliver reliable, speedy, high-frequency rail transit to, from, and within downtown San Francisco. When installed, the new CBTC system will cover the entire Muni Metro railway. The CBTC system needs to be designed and engineered to meet SFMTA's requirements and ensure safety, reliability, availability, and maintainability. After preliminary design, train control components will be installed along the Muni Metro trackway and fitted to the LRV4 light rail vehicles in a geographically phased approach. Each phase will feature detailed design and construction, with project completion expected in FY31. This contract will select a professional services consultant to provide technical assistance to the SFMTA for the duration of the project, and this contract will be extended through FY33 to support warranty. Technical consulting services are needed to support the procurement, design, engineering, contract administration, integration, construction management, deployment, and acceptance of a new CBTC system, through each planned phase. These services must be provided by a qualified professional services consultant with experience supporting public transit agencies in the procurement and delivery of specialized CBTC systems to public transit agencies.	Regular	2/1/2033

PCS	Department	Amount	Type of Service	Type of Approval	Duration
43233-21/22	Public Health	\$6,000,000	The contractor will provide patient safety services, implementing a new security model designed to address racial disparities in patient safety and patient experience to support a welcoming and healing environment while maintaining safety for patients and staff. Client safety services are part of the Department's delivery of patient-centered services. Staff providing the services will be specifically trained in providing patient safety services following this model, including client greeting, navigation, and de-escalation. Safety Service staff must have both lived experience and good training and support which are essential to successfully providing services to our patients (e.g., lived experience with substance use disorders, housing instability, mental illness, and/or incarceration), and come from the patients' communities. In moving from a traditional security services to this new safety services model and to focus on providing effective patient safety services with minimal law enforcement personnel, DPH will work with the Sheriff's Department to re-assign the current 5.2 FTE (inclusive of backfill) of Sheriff Deputies (job classification 8304) from their present assignments in DPH community clinics to work in the community off-site, with availability to respond to clinic needs when called by clinic staff, which will be based on clear protocols. The services provided by 5.2 FTE of Sheriff Deputy will be provided by 4.4 FTE of community safety officers who would be stationed at the following DPH community clinic sites: Tom Waddell Urgent Care (to become Maria X Martinez Health Service Center), Tom Waddell Urban Health Clinic, Mission Mental Health Clinic and Behavioral Health Services at 1380 Howard Street. DPH Director of Security Basil Price has been in ongoing communication with Sheriff Paul Miyamoto to plan for this transfer of service provision. Once RFP is awarded and a contract executed a transition plan will be developed with sufficient time to ensure continuity of service. Please see attached current Letter Of Agreement (LOA) between the Department of Public Health (DPH) and the Sheriff's Department for additional detail.	Regular	6/30/2026
44627-21/22	Public Health	\$25,000,000	The Contractor(s) will provide services in support of an integrated system of Automated Dispensing Cabinets (ADC) for pharmaceuticals and related pharmacy technology, which includes optional automated pharmaceutical carousels and pharmaceutical packaging equipment. Services shall include equipment manufacture and delivery, design/build engineering and construction services for a complete installation, permits, system implementation, end user training, equipment maintenance, software licensing and maintenance, full integration with the Department of Public Health's (DPH's) electronic health record system and other clinical applications, consulting services, and other services required to keep the system and leased equipment in good repair and fully functional. The design/build portion of the total contract is estimated at \$3.2 million, of which 15% is design and 85% is build.	Regular	1/31/2031

PCS	Department	Amount	Type of Service	Type of Approval	Duration
45998-21/22	Public Health	\$5,000,000	Contractor (s) shall provide the services of a Radiation Safety Officer (RSO) and shall also provide a full service dosimetry badge service for the Department of Public Health. For the services of the RSO the contractor shall prevent unnecessary exposure to ionizing radiation and when exposure is required the contractor shall ensure that necessary exposures are As Low As Reasonably Achievable (ALARA) for the given application. In addition, the RSO will be responsible for training, implementation and enforcement of all radiological rules and regulations at a given facility and will be responsible for all compliance related issues. For the dosimetry badge service, the contractor (s) shall provide the Department either through a rental / lease program or through direct purchase dosimetry badges to be used by the Department. In addition, the contractor (s) shall provide dosimetry badge service maintenance, reading, and interpretation services. The dosimetry badge service shall also provide a robust reporting system which shall comply with all mandated reporting requirements.	Regular	12/31/2026
46129-21/22	Public Health	\$800,000	The contractor(s) will work on several projects in support of Substance Use Disorder initiatives. Initial projects will establish a sustainable system to estimate the number of people in the City and County of Francisco who are at active risk of an opioid overdose and support services for the Implementing Overdose Prevention Strategies at the Local Level (IOPSL) program. For these initiatives the Contractor(s) will: Provide expertise in population size estimation methods; Work with the Substance Use Disorder team to build capacity to implement capture-recapture analysis to estimate the size of the non-injection drug users; Will prepare code for statistical software to implement the analysis, organize and interpret the results, and assist in drafting the report describing the results; Will direct the scientific study design, prepare and troubleshoot code for statistical analysis, and interpret and present results in a draft report; Will provide scientific oversight to the Substance Use Disorder team as they implement and interpret the capture-recapture analyses. For the IOPSL program the Contractor (s) will create an integrated online data dashboard, and serve as subject matter experts to train Emergency Department staff, and advocate for substance use assessment and navigation in the 7 hospital emergency departments in San Francisco with the goal to greatly expand the number of individuals with substance use disorders who are linked to medication-assisted treatment and significantly reduce opioid overdoses in The City.	Regular	12/31/2026
41646-21/22	Public Utilities Commission	\$28,000,000	As-needed environmental analyses, studies, and reports; preparing resource agency documents/permits; environmental compliance support during construction; and providing specialized natural resource and other environmental expertise in support of the Sewer System Improvement Program (SSIP), and other Water, Wastewater, and Power Enterprise capital projects. The Proposer may also be called upon to provide other related environmental services during the term of the Agreement. Undertake as-needed environmental analyses, surveys and reports required by California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA), and prepare documentation for resource regulatory agency permit applications, and perform environmental inspection and monitoring services during construction for compliance. Many of the projects will need specialized services in the relevant resource areas such as surveys and analyses in biology, cultural resources, water quality, air quality, and others.	Regular	6/30/2029

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PCS	Department	Amount	Type of Service	Type of Approval	Duration
43075-21/22	Public Utilities Commission	\$1,513,612	ConserveTrack will provide initial production, back-up, and test environments for setting up its hosted software for SFPUC and, thereafter, as-needed software enhancements and end-user training. Although the nine year contract amount is for 1.5m, only \$300,000.00 relates to actual implementation, customization and as-needed end-user training services by ConserveTrack. The remaining relates to the maximum sum of the annual fees due by SFPUC to ConserveTrack to subscribe to its hosted software.	Regular	4/30/2027
47227-21/22	Public Utilities Commission	\$975,000	Consultant will provide expert advice, analysis, and assistance on planning for electric utility customer growth and expansion of owned electrical assets. Work products may include, but are not limited to the following: peer review of staff analyses, providing briefings and/or presentations, creating an actionable transition and growth implementation plan, and developing an organizational structure redesign plan.	Regular	7/31/2027
48613-21/22	Public Works	\$12,000,000	Consultants will perform highly specialized civil engineering and surveying tasks that include reviewing various Agreements, Project Documents, standards, regulations, codes, Master Utility Plans, and various specifications; assisting in updating entitlement documents; coordinating shut-down's, relocations, and transitions of existing streets and utility systems; preparing and processing mapping applications, Conditions of Approval related to Tentative Maps, Public Improvement Agreements related to Final Maps, lot line adjustment, merger, Transfers map, and Final Map Applications; assisting in the review of Boundary Surveys, ALTA Surveys, Records of Survey; assisting in preparation of Public Improvement Agreements, Acquisition Agreements, encroachments, easement, and other map related services; reviewing Planned Infrastructure Systems and identifying issues and conflicts at land transfers; facilitating City Plan Review Process; coordinating infrastructure and mapping meetings; providing technical support on infrastructure design issues and analyzing schedule impacts; reviewing cost estimates for bonding or acquisition purposes; assisting in preparation of documents for acceptance and acquisition of completed improvements; assisting in bond reduction determinations; assisting in determination of completeness of infrastructure systems, and coordinating horizontal improvement changes resulting from vertical improvements. The Department intends to award four (4) contracts, each not to exceed \$2,000,000.	Regular	4/17/2028
49183-21/22	Public Works	\$9,000,000	General services to assist the City in administering a Job Order Contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects. Service provider will prepare specialized Unit Price Books (construction cost catalog) with regional adjustments to costs for competitive bidding, technical specifications, provide proprietary JOC management software, and training to City staff and contractors in the use of a job order contracting system.	Regular	3/1/2028
49531-21/22	Public Works	\$8,000,000	Consultants will perform highly specialized geotechnical engineering tasks that include conducting geotechnical field explorations, investigations, and laboratory testing; supplemental testing such as seismic borehole logging, seismic refraction profiling, and corrosion testing and evaluation; preparing reports for new and existing building/bridge foundations; recommendations for designing foundation systems, excavation support and underpinning systems, retaining wall systems, embankments, and ground improvements such as grouting, deep soil mixing and dewatering; and other geotechnical/geological consultation related work. The maximum term will be 5 years each. The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts.	Regular	12/31/2028

PCS	Department	Amount	Type of Service	Type of Approval	Duration
44548-16/17	Airport	Current Approved Amount \$14,250,000 Increase Amount Requested \$3,200,000 New Total Amount Requested \$17,450,000	Contractor will be responsible for operation, management and administration of the Medical Clinic at the San Francisco International Airport (SFO). Medical clinic services including travel medicine, urgent care and occupational health services for San Francisco International Airport (SFO) passengers, visitors, Airport Commission (Airport) employees, and employees of SFO tenants.	Modification	6/30/2025
46770-19/20	Human Services	Current Approved Amount \$198,000 Increase Amount Requested \$0 New Total Amount Requested \$198,000	Assist CalWORKs to complete the components of Cal-OAR (CalWORKs Outcome and Accountability Review), a State of California mandated project. Proposed works are as follow: (1) review of the current system and, (2) development of a system improvement plan.	Modification	6/30/2024
47899-19/20	Public Utilities Commission	Current Approved Amount \$2,400,000 Increase Amount Requested \$5,000,000 New Total Amount Requested \$7,400,000	Electric testing and wiring of new electric medium voltage metal-clad switchgear to serve new public/private housing redevelopments at Potrero and Sunnydale Housing Projects, as well as new projects at Candlestick Point and other locations around San Francisco. This contract is for the acquisition of six medium voltage metal-clad switchgears with estimated testing and wiring costs of \$10,000 per switchgear or \$60,000 for the entire contract.	Modification	12/30/2026

Speakers: Luke Brewer, Public Utilities Commission spoke on PSC #46581-21/22.
 Johanna Gendelman, Human Services Agency spoke on PSC #42037-21/22
 Dan Howard, Municipal Transportation Agency spoke on PSC #44708-21/22
 Kelly Hiramoto and Bill Blum, Department of Public Health spoke on PSC #43233-21/22
 Daniel Kwon, Public Utilities Commission spoke on PSC #41646-21/22
 Kristen McGuire, Public Utilities Commission spoke on PSC #43075-21/22
 Teenchee Le, Department of Public Works spoke on PSC #49183-21/22

- Action:**
- 1) Approved PSC #46581-21/22 from the Controller’s Office with the condition to report back to the Commission in five (5) years. (Vote of 5 to 0)
 - 2) Approved PSC #42037-21/22 from the Human Services Agency with the condition to amend the scope of work and remove the vendor’s name. (Vote of 5 to 0)
 - 3) Approved PSC #44708-21/22 from the Municipal Transportation Agency with the condition to report back to the Commission in five (5) years with a progress report. (Vote of 5 to 0)
 - 4) Approved PSC #4323321/22 from the Department of Public Health subject to report back in two (2) years and to show efforts to establish a City classification for this job. (Vote of 5 to 0)
 - 5) Approved PSC #41646-21/22 from the Public Utilities Commission with the condition to report back to the Commission in four (4) years. (Vote of 5 to 0)
 - 6) Approved PSC #43075-21/22 from the Public Utilities Commission with the condition to make amendments to clarify the services and not the contractor. (Vote of 5 to 0)
 - 7) Continued PSC #49183-21/22 to a future meeting after properly notifying IFPTE Local 21. (Vote of 5 to 0)
 - 8) Adopted the report. Approved the requests for the remaining proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0052-22-3 Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2022-2023. (Item No. 8) – Action

Speakers: None.

Action: Adopted report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2022.
(Vote of 5 to 0)

0060-20-6 Appeal by Kaitlin Limpach of the Human Resources Director’s determination to administratively close her complaint of harassment. (Item No. 9)

Speakers: None.

Action: Postponed to a future meeting at the request of the appellant.
(Vote of 5 to 0)

0006-22-6 Appeal by Rhodora Sangalang of the Human Resources Director’s determination to administratively close Appellant’s complaint of discrimination. (Item No. 10)

Speakers: Jennifer Burke, Department of Human Resources
Rhodora Sangalang, Appellant
Anna Biasbas, Department of Human Resources

Action: Adopted the report, upheld the decision of the Human Resources Director and denied the appeal by Rhodora Sangalang. (Vote of 5 to 0)

0053-22-8 Review of Modification Request for Personal Service Contract No. 38633-20/21 – Omit Posting. (Item No. 11)

Speakers: Daniel Kwon, Public Utilities Commission

Action: Adopted the report. Approved the request for the proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS (Item No. 12)

DHR to present a report considering classifications for safety positions at DPH PSC #43233-21/22

Schedule the Executive Officer’s performance review in closed session during the meeting of June 6, 2022

Calendar Professor Gould’s recommendation/consideration for Civil Service Commission to use hearing officers to determine what information/data is needed to make the decision on whether to use hearing officers or not.

ADJOURNMENT (Item No. 13)

3:59 p.m.