



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MEMORANDUM
CSC No. 2014 – 06

SCOTT R. HELDFOND
PRESIDENT

Date: March 21, 2014

E. DENNIS NORMANDY
VICE PRESIDENT

To: Department Heads
Departmental Personnel Officers
Departmental Contract Coordinators

DOUGLAS S. CHAN
COMMISSIONER

From: Jennifer Johnston
Executive Officer

KATE FAVETTI
COMMISSIONER

Subject: **Policy on the Submission of Departmental Requests for
Additional Approval to Contract Out Services Beyond the
Terms Approved under an Existing Personal Services Contract**

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

Consistent with its Charter authority to oversee the merit system, the Civil Service Commission (“Commission”) reviews requests from departments for approval of Personal Services Contracts (“PSC”) to contract out services that could otherwise potentially be provided by civil service employees.

A department may only contract out personal services for the duration, amount, and type and scope of services specifically approved by the Commission under a PSC. However, there may be a change in circumstances which requires those personal services to be contracted out beyond the anticipated terms for which the department originally sought and received PSC approval. In such cases, the Commission’s policy (located on the Commission’s website at www.sfgov.org/Civil_Service) requires that the department return to the Commission to request additional PSC approval—either in the form of a request to modify the existing PSC or as a request for a new PSC.

At its meeting of March 17, 2014, the Commission adopted the following guidelines to ensure consistency and transparency in departmental requests to contract out personal services beyond the terms approved under an existing PSC:

- Departments may only submit a request for a new PSC for Commission approval to continue contracting out the same or substantially same services if it will extend the total duration of the PSC beyond ten (10) years. If it will not extend the total duration of the PSC beyond ten years, the department must submit the request as a modification to an existing PSC.
- Departments must submit a request for a new PSC for Commission approval any time a department is seeking to include new or materially

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different services not contained in the original PSC approved by the Commission.

Any request for Commission approval of a new PSC under either circumstance must include sufficient background information on the history of the PSC(s) under which the services have been provided, as well as a copy of the last approved PSC.

You may contact me at (415) 252-3247 or Jennifer.Johnston@sfgov.org should you have any questions about the Commission's policies on PSC submissions.