



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## A G E N D A

ADRIENNE PON  
PRESIDENT

A. LEE MUNSON  
VICE PRESIDENT

KAREN CLOPTON  
COMMISSIONER

GEORGE KOSTUROS  
COMMISSIONER

ROSABELLA SAFONT  
COMMISSIONER

Regular Meeting  
of  
January 5, 1998

Room 428  
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

3:00 p.m.

EMPLOYEE SEPARATIONS AGENDA

COMMISSIONERS' NEW BUSINESS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

**Notice of Commission Hearing Policies and Procedures****A. Commission Office**

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

**B. Policy requiring written reports**

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

**C. Policy on written submissions by appellants**

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

**D. Policy and procedure for postponement**

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

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

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

**F. Procedure for Commission hearings**

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

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

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

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

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

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

#### **G. Policy on tape recording of Commission meetings**

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

#### **H. Speaking before the Civil Service Commission**

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

#### **Information on Disability Access**

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

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

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

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

#### **Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

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

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

**Agenda for Regular Meeting  
January 5, 1998  
2:00 p.m.**

**ITEM NO.**

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

Commissioner Karen Clopton  
Commissioner George Kosturos  
Commissioner A. Lee Munson  
Commissioner Adrienne Pon  
Commissioner Rosabella Safont

**(2) MINUTES**

Special Meeting of November 17, 1997

Special Meeting of December 1, 1997

Regular Meeting of December 1, 1997

**(3) ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

## RATIFICATION AGENDA

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

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(4) Review of request for approval of proposed personal services contracts.  
(File No. 0504-97-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-97/98	Public Transportation	\$4,000,000	To provide review of contractor's moving block sign system design and system safety program. To provide implementation, testing and assistance for the Advanced Train Control System Project for the MUNI Metro Subway System.	Regular	12/31/01
4077-97/98	City Administrator	\$125,000	To provide engineering and financial cost consulting services to the Solid Waste Management Program, Department of Public Works and the Refuse Collection and Disposal Rate Board.	Regular	12/31/00
4078-97/98	Public Works	\$200,000	To provide AutoCAD base map management services for Golden Gate Park projects which include supplying as-needed preliminary Contract Area Layouts and other map sheets; maintain and implement AutoCAD standards and symbol library; provide base map user support.	Regular	02/28/01
4079-97/98	Airport Commission	\$300,000	To conduct surveys of current customer service problems, develop and implement an action plan, and follow up with an analysis of the new system.	Regular	11/30/00
4081-97/98	Mayor's Business and Economic Development - Treasure Island	\$75,000	To coordinate and facilitate the participation of community-based homeless service organizations in the development of the Homeless Assistance Component implementation plans on Treasure Island.	Regular	09/30/98
4082-97/98	Public Health	\$3,000,000	To respond to tasks and maintenance projects; accreditation support, and emergency labor requirements that are beyond the in-house staffing levels.	Regular	06/30/99

File No. 0504-97-8 (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4083-97/98	Mayor's Office	\$1,500,000	The Mayor's Office of Protocol will foster the City's goodwill and promote the City's economy. The committee will develop relationships with domestic and foreign political and business leaders.	Regular	12/31/98
4084-97/98	Public Utilities Commission	\$74,000	Provide engineering analysis to support the MOU negotiations between the City and County of San Francisco and the Department of Fish and Game.	Regular	10/31/97
4085-97/98	Human Resources	\$150,000	To review and sort medical claims by service codes, claim types and providers; compare claimants' records to verify eligibility; compare provider against preferred provider organizations; confirm fees or adjust as appropriate; enter into claims system.	Regular	06/30/98
200-94/95	Public Utilities Commission	Increase Amount \$70,000 New Amount \$752,240	Provide as-needed historical consulting services and research. In addition, maintain, gather and archive materials related to the history of Hetch Hetchy Water and Power and the San Francisco Water Department.	Regular	12/31/98
2018-95/96	Public Health	Increase Amount \$1,000,000 New Amount \$1,200,000	Will design and evaluate new non-clinic based behavioral interventions to reduce African American youth's risk of exposure to and infection with STD/HIV.	Continuing	12/31/01
302-94/95	Public Health	Increase Amount \$652,070 New Amount \$1,956,210	To evaluate the effectiveness of non-invasive chlamydia diagnostic tests, identify risk factors associated with recurrent chlamydia infection in women, and monitor infertility health-related events through expanded STD surveillance.	Regular	09/29/00
4080-97/98	Public Utilities Commission	Increase Amount \$54,000 New Amount \$317,500	To provide specialized consulting services related to litigation and flood damage for the City Attorney's Office.	Regular	12/31/98
4114-96/97	Public Utilities Commission	Increase Amount \$20,500 New Amount \$108,500	Consulting services to assist the City Attorney, Hetch Hetchy Water and Power, and the San Francisco Water Department on matters related to water supply impacts on fisheries.	Regular	12/31/98

File No. 0504-97-8 (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4125-96/97	Public Utilities Commission	Increase Amount \$255,570 New Amount \$444,612	Completion of final phase of Comprehensive Watershed Management Policy and Plans.	Regular	10/31/99
422-94/95	Public Works	Increase Amount \$500,000 New Amount \$900,000	To evaluate additional seismic retrofit strategies for the 3rd St. Bridge and analyze how the proposed MUNI 3rd St. light rail system and pedestrian deck (linking the new Giants Stadium and parking lot) will impact the Bridge.	Regular	12/31/99

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

### CONSENT AGENDA

- (5) **Proposed amendment to Civil Service Commission Rule 3 - Equal Employment Opportunity, Section 3.3.3 - Procedures for Complaints of Discrimination, to require approval by the Civil Service Commission of the procedures, and all amendments thereto, for the review and resolution of employment discrimination complaints. (File No. 0469-97-5)**

Recommendation: Post for adoption at the meeting of February 2, 1998.

- (6) **Proposed amendment to Civil Service Commission Rule 14 - Appointment, Section 14.5 - Provisional Appointment, to require approval by the Civil Service Commission of the policies and procedures, and all amendments thereto, for making provisional appointments. (File No. 0470-97-5)**

Recommendation: Post for adoption at the meeting of February 2, 1998.

- (7) **Proposed amendment to Civil Service Commission Rule 14 - Appointment, Section 14.6 - Provisional Appointment - Non-Civil Service Appointment, Section 14.6.4, to require approval by the Civil Service Commission of the policies and procedures, and any amendments thereto, for making non-civil service provisional appointments. (File No. 0471-97-5)**

Recommendation: Post for adoption at the meeting of February 2, 1998.

- (8) **Proposed amendments to Civil Service Commission Rule 17 - Probationary Period. (File No. 0505-97-5)**

Recommendation: Post for adoption following meet and confer.

- (9) **Determination of future employability: entrance probationary termination of Rashmi Kaul, Child Welfare Worker (Class 2940), Department of Human Services. (File No. 0482-97-7)**

Recommendation: Postpone to the meeting of February 2, 1998 at the request of Ms. Kaul.

- (10) **Request to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules. (File No. 0506-97-5)**

Recommendation: Direct the Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through June 30, 1998.

- (11) **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (File No. 0507-97-1)**

Recommendation: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104-1 through 10.104-12.

- (12) **Certification of the highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (File No. 0489-97-3)**

Recommendation: Adopt report; forward to the Board of Supervisors.

- (13) **Appeals by Su-Syin Chou, Mark Costanzo, Fariba Mahmoudi, Trinh Nguyen, and Ann Tobin of the Human Resources Director's decision to reject their applications to participate in the examinations for Class 5206 Associate Civil Engineer, Class 5208 Civil Engineer, Class 5210 Senior Civil Engineer, and Class 5256 Mechanical Engineer. (File No. 0475-96-4)**

Recommendation: Off calendar; appeals have been resolved administratively.



- (14) **Actuarial study related to the Transit Operators Trust Fund established by Charter Section A8.404 and Civil Service Commission Rule 6 for Fiscal Year 1996-97. (File No. 0330-97-3)**

September 15, 1997: Postpone to the meeting of November 3, 1997 at the request of the Transport Workers' Union.

November 3, 1997: Postpone to the meeting of January 5, 1998 at the request of the Transport Worker's Union.

Recommendation: Transmit actuarial study to the Board of Supervisors; Director, Public Transportation Department; Controller's Office; and the Transport Workers' Union.

## **REGULAR AGENDA**

- (15) **Appeal by James Vorrises of the Human Resources Director's decision to proceed with the selection process for Class 1659 Chief Systems Accountant and for Class 1675 Supervising Fiscal Officer (Hospital Controller). (File No. 0455-96-4)**

September 15, 1997: Postpone to the meeting of October 6, 1997 at the request of Mr. Vorrises.

October 6, 1997: Postpone to the meeting of October 20, 1997 at the request of Mr. Vorrises.

October 20, 1997: Postpone to the meeting of November 17, 1997 at the request of Mr. Vorrises.

November 17, 1997: Off calendar.

December 1, 1997: Postpone to the meeting of January 5, 1998 due to a vote of 2 to 1. (Commissioner Kosturos dissents).

Recommendation: Adopt report. Deny the appeal of James Vorrises. Sustain the decision of the Human Resources Director.

**(16) Appeal by Roderick Skinner of background rejection for Police Officer (Class Q-2), San Francisco Police Department. (File No. 0332-97-4)**

October 20, 1997: Postpone to the meeting of November 17, 1997 at the request of Mr. Skinner.

November 17, 1997: Postponed to the meeting of January 5, 1998 at the request of Mr. Skinner. The Commission stipulated that this will be the last continuance granted.

Recommendation: Adopt report. Deny the appeal of Roderick Skinner. Sustain the decision of the Chief of Police.

**(17) Appeal by Fariba Mahmoudi of the Human Resources Director's decision to reject her application to participate in the examination for Class 5210 Senior Civil Engineer. (File No. 0384-97-4)**

Recommendation: Adopt report. Deny the appeal of Fariba Mahmoudi. Sustain the decision of the Human Resources Director.

**(18) Appeal by Melissa McQueen of background rejection for Class 8302 Deputy Sheriff I. (File No. 0206-97-4)**

Recommendation: Adopt report. Deny the appeal of Melissa McQueen. Sustain the decision of the Sheriff.

**(19) Appeal by Sally Liu of the Human Resources Director's decision to dismiss her complaint of sexual harassment. (File No. 0456-97-6)**

Recommendation: Adopt report. Deny the appeal of Sally Liu. Sustain the decision of the Human Resources Director.

**EMPLOYEE SEPARATIONS AGENDA**

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

- (20) **Determination of future employability: termination of provisional appointment of Deedra Lee, Collections Officer (Class 4306), Treasurer/Tax Collector.**  
**(File No. 0386-97-7)**

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

November 17, 1997: Postpone to the meeting of January 5, 1998 at the request of Local 790.

Recommendation of the Treasurer/Tax Collector:

No future employment with the Treasurer/Tax Collector.

- (21) **Determination of future employability: termination of provisional appointment of John Lee, Truck Driver (Class 7355), Public Utilities Commission.**  
**(File No. 0488-97-7)**

Recommendation of the Public Utilities Commission:

No future employment with the Public Utilities Commission.

**COMMISSIONERS' NEW BUSINESS**

- (22) **Request for Commission action to revise the examination scoring system.**  
**(File No. 0508-97-1)**

Recommendation: Adopt report. Revise the examination scoring system to a 100 point system as recommended. Direct the Human Resources Director to report back to the Commission at the meeting of February 2, 1998 on the timetable and steps taken to implement this policy directive.

**HUMAN RESOURCES DIRECTOR'S REPORT**

- (23) Progress report on class consolidation project. (File No. 0509-97-1)
- (24) Fiscal Year 1997-98 examination plan. (File No. 0510-97-1)
- (25) Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0511-97-1)

**EXECUTIVE OFFICER'S REPORT**

- (26) Preliminary review of Fiscal Year 1998-99 Budget Request, Civil Service Commission. (File No. 0512-97-1)

Recommendation: Postpone action on the Fiscal Year 1998-99 Budget Request until the meeting of February 2, 1998.

- (27) **REQUESTS TO SPEAK**

- (28) **ADJOURNMENT**