

CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

IFER C. JOHNSTON
EXECUTIVE OFFICER

AGENDA

Regular Meeting

July 7, 2014

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

REGULAR 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/civil_service/. 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/Civil_Service, 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.

Civil Service Commission Meeting Agenda

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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/civil_service/.

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. 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
July 7, 2014
2:00 p.m.

ITEM NO.

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

President E. Dennis Normandy
Vice President Douglas S. Chan
Commissioner Scott R. Heldfond
Commissioner Kate Favetti
Commissioner Gina M. Rocanova

(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 June 16, 2014

Recommendation: Adopt the minutes.

(4) **ANNOUNCEMENTS**

Announcement of changes to the agenda.

Other announcements.

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

Updates on ongoing business.

Other reports.

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

Updates on ongoing business.

Other reports.

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. 0141-14-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41415-13/14	MUNICIPAL TRANSPORTATION AGENCY	\$300,000	The San Francisco Municipal Transportation Agency (SFMTA) wishes to study the economic benefits of investment in the City's transportation system. In order to determine the economic benefits of investment in the City's transportation system, the consultant will use prior studies conducted by other transit agencies (such as BART and SEPTA) as a starting point and, working with the SFMTA and the City Controller's office, will create metrics for identifying and then studying these economic impacts in San Francisco. Investment in transit may impact service reliability, traffic congestion, costs for transportation other than transit (for example, increased highway maintenance), business operating costs and productivity, and regional growth. The consultant will document conclusions in a final report.	Regular	3/31/2015
43916-13/14	PUBLIC UTILITIES COMMISSION	\$3,000,000	Provide specialized project expertise for the Pilarcitos Dam and Reservoir Improvements project to assist in the areas of: dam upgrades, geotechnical investigation and engineering, structural and seismic engineering, hydraulic and hydrologic engineering, engineering planning, engineering design and engineering support during construction.	Regular	11/1/2021
45171-13/14	CONTROLLER	\$2,000,000	The City and County of San Francisco (City) is operating on the PeopleSoft Human Capital Management System Version 9.0. The Controller's Office is seeking to hire a vendor with a proven methodology to upgrade the City and County's integrated Human Capital Management System (including Human Resources, Benefits Administration, Time & Labor, Absence Management and Payroll) from version 9.0 to 9.2.	Regular	8/31/2016
46191-13/14	HUMAN RESOURCES	\$2,000,000	The Contractor shall provide: investigations, witness interviews, surveillance, activity check investigations, background investigations (including Internet searches), timely preparation of written investigation reports, preparation and submission of Suspected Fraudulent Claim Referral Forms (FD-1) and/or Documented Referrals, and related administrative services.	Regular	6/30/2016
4101-09/10	AIRPORT COMMISSION	Current Approved Amount \$550,000 Increase Amount Requested \$175,000 New Total Amount Requested \$725,000	Provide customer survey data regarding the quality of the Airport's Food and Beverage and Retail Services, Parking, and other facilities and services. The surveys have consistently taken place in May for the past 19 years of at least \$1,400 valid respondents to reflect the summer travel season. The preliminary results need to be analyzed and submitted to SFO within 30 days from the last interview. Vendor will produce, execute, and analyze the data and present results and recommendations to SFO.	Modification	Current Approved Duration 5/1/2010-6/30/2015 Additional Duration Requested 7/1/2015-6/30/2016

Civil Service Commission Meeting Agenda

Regular Meeting of July 7, 2014

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4010-13/14	ARTS COMMISSION	Current Approved Amount \$3,000,000	Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY 13/14: SFO Terminal 3, Oscar Park/ Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.	Modification	Current Approved Duration 7/1/2013-6/30/2014 Additional Duration Requested 7/1/2014-Continuing
4030-10/11	POLICE	Current Approved Amount \$250,000 Increase Amount Requested \$225,000 New Total Amount Requested \$475,000	The contractor will provide background investigation services for the San Francisco Police Department (SFPD). The contractor will investigate records from the criminal justice system, credit reporting agencies, and Department of Motor Vehicles, and contract employers and references.	Modification	Current Approved Duration 11/1/2010-10/31/2014 Additional Duration Requested 11/01/2014-10/31/2017
4158-09/10	PUBLIC HEALTH	Current Approved Amount \$84,000 Increase Amount Requested \$140,000 New Total Amount Requested \$224,000	Contractor will provide phlebotomy services during the phlebotomy service schedule at Behavioral Health Clinics and laboratory specimen courier services when necessary.	Modification	Current Approved Duration 07/1/2010-06/30/2015 Additional Duration Requested 7/1/2015-6/30/2019
4002-12/13	PUBLIC UTILITIES COMMISSION	Current Approved Amount \$1,500,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$3,500,000	Perform and assist Hetch Hetchy Water and Power (HHWP) with all business processes, design standards preparation and/ or review of HHWP designs as they relate to Western Electricity Coordinating Council (WECC) and the North American Electric Reliability Corporation (NERC) power regulatory requirements CIP (Critical Infrastructure Protection) and COM (communication) requirements.	Modification	Current Approved Duration 7/2/2012-06/30/2017 Additional Duration Requested N/A
4056-10/11	TREASURE/TAX COLLECTOR	Current Approved Amount \$200,000 Increase Amount Requested \$90,000 New Total Amount Requested \$290,000	Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue audit and enforcement of utility users tax and access line tax requirements; and provide tax revenue enhancement and detection services.	Modification	Current Approved Duration 1/4/2011-6/30/2014 Additional Duration Requested 7/1/2014-6/30/2015

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

- (8) **Proposed Amendments to Civil Service Rule Series 11A-Position-Based Testing, 12-Eligible Lists and 13-Certification of Eligibles, in Volumes I and IV; and Proposed Amendments to Civil Service Adviser No. 008, Selection from Civil Service Eligible Lists—Affecting All Miscellaneous Employees and Service-Critical Employees of the Municipal Transportation Agency. (File No. 0142-14-5) – Action Item**

Recommendation: Adopt the Department of Human Resources' staff report; and adopt the Executive Officer's staff report. Direct the Executive Officer to:

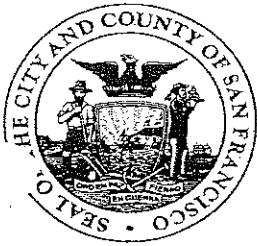
- Post the proposed revisions to Civil Service Rule Series 11A-Position-Based Testing, 12-Eligible Lists and 13-Certification of Eligibles, in Volumes I and IV;
- Post the proposed revisions to Civil Service Adviser 08-Selection from Civil Service Eligible Lists; and
- Meet and discuss the proposed revisions to the Civil Service Rules and Civil Service Adviser with any interested stakeholders.

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

- (10) **ADJOURNMENT**

CALL TO ORDER
&
ROLL CALL

**REQUESTS TO SPEAK
ON ITEMS WITHIN THE JURISDICTION
OF THE CIVIL SERVICE COMMISSION
BUT NOT ON TODAY'S AGENDA**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES Regular Meeting June 16, 2014

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

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

IFER C. JOHNSTON
EXECUTIVE OFFICER

CALL TO ORDER

2:06 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 M. Roccanova	Present (Arrived at 2:08 p.m.)

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 June 2, 2014

Action: Adopted the minutes. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

Jennifer Johnston, Executive Officer announced two changes to the Agenda. The Public Utilities Commission requested that Personal Services Contract Number 4098-02/03 be amended on the Agenda to reflect that the new amount requested is \$4.5M, (not \$7M) and that the new duration requested is until 5/24/19 (not 9/11/19); and that Personal Services Contract Number 42163-13/14 be amended on the Agenda to reflect that the new requested duration is until 9/30/18 (not 9/30/15).

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 3

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

None.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Jennifer Johnston, Executive Officer announced that the Board of Supervisors Neighborhood Services' Safety Committee convened a meeting on June 5, 2014 to review the implementation of Civil Service Rule 15, which provides for the transition of individuals who are designated as severely disabled into permanent civil service appointments. Ms. Johnston reported that the discussion was productive and that the Department of Human Resources will soon be hiring a recruiter who will be responsible for reaching out to various populations to apply for City employment, including members of the disabled community. Ms. Johnston also happily reported that the Board of Supervisors has approved the Commission's request to increase its budget. Lastly, Ms. Johnston announced that the grand opening of the City's new testing center located on Cesar Chavez street was a successful event, and that the testing center will undoubtedly improve the City's ability to efficiently and expeditiously examine large applicant pools.

**0130-14-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
46791-13/14	City Planning	\$900,000	This feasibility study is meant to explore the importance of the location of the Bayshore Caltrain station in light of future growth assumptions and transportation and land use objectives in the surrounding area. A central element of this study is to consider the feasibility and impacts and/or benefits of relocating the Bayshore Caltrain station either to the north or to the south. The purpose of relocating and redesigning the station is to transform it into an intermodal hub – connecting Bus Rapid Transit (“BRT”), light rail (“LRT”), local bus service, and pedestrian/bicycle access – which will help to achieve a range of policy goals for the southeast neighborhoods of San Francisco, the city at-large, and region. The product of this study will be analyses and a conceptual station design useful for making prudent decisions regarding the future location of the Bayshore Caltrain station that considers an exhaustive list of related items; determining appropriate next steps for implementing an intermodal Bayshore Caltrain station; and, serving as a basis for seeking support and funding from potential partners.	Regular	12/31/2018
49377-13/14	Municipal Transportation Agency	\$9,200,000	The contractor will lease, service and dispose of all tires used by the SFMTA Railway on all rubber-tire revenue vehicles. SFMTA's rubber-tire revenue fleet is comprised of buses & trolleys that transport the public: diesel, hybrid buses & electric trolleys. The contractor will be responsible for: manufacturing, procuring & transporting a sufficient supply of tires as required to guarantee continuity of service; processing Department of Transportation (DOT) forms; shipping & receiving, accounting & inventory control; mounting & dismounting tires on & from the rims, balancing tires, changing wheels/rims, maintaining proper tire pressure; recapping rear tires; providing emergency road-side service 24hr/7 days-a-week; conducting monthly maintenance checks on all tires; providing required tools & equipment not furnished by SFMTA; & performing in-depth tracking of the tires through all stages, including the federally-regulated disposal of thousands of tires. In addition, the contractor is responsible for following all federally-mandated regulations & guidelines & maintaining all required licenses.	Regular	8/31/2017

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46974-13/14	Municipal Transportation Agency	\$300,000	The consultant will provide technical services for the implementation of the San Francisco Online Invoicing System (SOLIS). SOLIS is a proprietary online invoicing system which integrates with FAMIS, the City and County of San Francisco's mainframe accounting system. The consultant will customize SOLIS for the San Francisco Municipal Transportation Agency (SFMTA); implement business process improvements and software system modifications; maintain support of the customized SFMTA SOLIS software system. The consultant shall provide technical support to SFMTA staff using SOLIS in the processing of all invoices and supporting materials, for a period of no less than 3 months from date of implementation. SOLIS will provide a user-friendly system and interface for both internal and external users.	Regular	8/1/2017
40525-13/14	Port	\$600,000	Assist Port Staff with the issuance of new bonded debt including developing presentation for meeting with rating agencies and underwriters. Assist in bond sizing and structuring, establishing policies for syndication and any other items needed to help ensure that the Port obtains its financing at the lowest practical interest cost. Assist in the formulations of financing plans, including the presentations of alternative financial programs and strategies.	Regular	6/30/2017
47083-13/14	Public Health	\$3,780,000	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.	Regular	10/31/2019
47911-13/14	Public Health	\$18,651,130	Contractor(s) will provide four new crisis triage response teams to respond psychiatric emergency for children and youths age 17 and younger, and address and divert psychiatric crises before they will have major impact on communities and residents, and/or before they require emergency intervention or hospitalization. The services include crisis assessments, interventions, case management, medication support, clinical support, therapy. Two of the teams will focus on providing support to schools and youth centers, and the other two teams will focus on responding to community violence, trauma episodes, including homicides, critical shootings, stabbings, and suicides. The State is funding specifically for those services to reduce psychiatric emergency hospital stays among youths.	Regular	6/30/2018
49509-13/14	Public Health	\$3,981,376	Vendor will provide efficient hardware and dictation software system that reliably records, maintains and stores voice files of dictation of San Francisco General Hospital Medical Center (SFGHMC) and Laguna Honda Hospital (LHH) medical staff. System will support quick turnaround time for vendor and SFGHMC and LHH Transcriptionists and/or Transcription Vendors under contract with the CITY on a 24/7 temporal basis. 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 providing quality patient care and providing the documentation needed for treatment, evaluation, billing, and legal purposes.	Regular	12/31/2019
42163-13/14 <i>Amended</i>	Public Utilities Commission	\$9,500,000	The scope of work is to assist and support Program Controls staff in program and project scheduling, Critical Path Method (CPM) scheduling, forecasting, change control, systems integration, cost controls, cost estimating, and other program/project controls related services.	Regular	9/30/2018

Civil Service Commission Meeting Minutes

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42385-13/14	Public Utilities Commission	\$150,000	The San Francisco Public Utilities Commission (SFPUC) is seeking eligible firms or non-profit organizations to provide unique teaching environments and opportunities for disadvantaged workers to develop skills in watershed and vegetation management and to assist with the grounds maintenance of the diverse watersheds owned and operated by the SFPUC. This field maintenance would include, but not be limited to, vegetation management (including plant identification, cultivation, and planting), the removal and eradication of non-desirable species, and water conservation techniques.	Regular	6/30/2017
47609-13/14	Public Utilities Commission	\$2,000,000	Design/build a new marine structure along south Ocean Beach, starting at Sloat Boulevard and extending south along the Great Highway to the Oceanside Wastewater Treatment Plant in San Francisco. The purpose of this structure is to control and manage the retreat of the ocean bluffs in this area while protecting the Lake Merced Tunnel.	Regular	12/31/2018
48143-13/14	Public Utilities Commission	\$4,000,000	San Francisco Public Utilities Commission intends to award up to two (2) agreements at \$2 million each to perform specialized process engineering services on an as-needed basis. The specialized work includes in the area of wastewater process modeling, energy modeling, carbon footprint modeling, hydraulic modeling, process optimization/start-up, dye studies, computational fluid dynamic modeling, process design criteria development, quality control of pilot study and process design, resource recovery and energy management.	Regular	11/1/2018
44299-13/14	Treasurer/Tax Collector	\$1,000,000	The Treasurer-Tax Collector is requesting proposals to provide investment advisory services to the City. Proposers should provide technical & strategic advice that will supplement the Investment staff's duties to manage the Pooled Fund. This is not a solicitation for the management of any of the City's funds. Specifically, the advice shall pertain to the areas of: <ul style="list-style-type: none"> • portfolio optimization techniques, • regulatory changes, • global and macroeconomic events, • benchmarking / performance measurement, • cash flow forecasting, and • compliance. In addition, the selected Contractor must be able to provide daily and monthly accounting and compliance reports, which include analyses of projected income from maturities and callable securities for a prolonged time period.	Regular	6/30/2018
2003-08/09	Human Services	Current Approved Amount \$160,000,000	Multiple contractors provide childcare services to low-income and CalWORKS families through partnerships with other state licensed providers in various identified target neighborhoods.	Modification	Current Approved Duration 1/5/2009-Continuing Additional Duration Requested 7/1/2014-Continuing
2005-08/09	Human Services	Current Approved Amount \$38,500,000	Provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals seeking employment.	Modification	Current Approved Duration 7/1/2009-Continuing Additional Duration Requested 7/1/2014-Continuing

4047-13/14	Municipal Transportation Agency	Current Approved Amount \$200,000 Increase Amount Requested \$200,000 New Total Amount Requested \$400,000	The consultant will provide strategic communications advice, and develop and produce an umbrella campaign that conveys a comprehensive story about the San Francisco Municipal Transportation Agency (SFMTA), its services and the value it provides to San Francisco's transportation systems. The consultant will produce a comprehensive marketing campaign that includes dynamic and creative digital, print and video ads within a short timeframe.	Modification	Current Approved Duration 11/18/2013-11/30/15 Additional Duration Requested 5/20/14-6/30/2016
4136-08/09	Municipal Transportation Agency	Current Approved Amount \$5,000,000 Increase Amount Requested \$4,500,000 New Total Amount Requested \$9,500,000	The SFMTA's Advanced Train Control System ("ATCS") is a proprietary system that was supplied to the SF Municipal Transportation Agency (SFMTA) by Thales Transport & Security, Inc. ("Contractor" or "Thales") on August 10, 1992. The SFMTA seeks to secure the reliability of the ATCS for its design life by obtaining maintenance support services, including remote support, notification & provision of Software Updates & Software Upgrades, bi-annual support visits, emergency on-site support, ATCS asset evaluations and training, from the ATCS vendor. Please see the Board Resolution #09-071 for the duration of 5 years or more explanation. Resolution provides the option to extend the contract for an additional five years.	Modification	Current Approved Duration 5/4/2009-5/4/2014 Additional Duration Requested 5/9/2014-5/4/2019
4055-10/11	Port	Current Approved Amount \$1,200,000 Increase Amount Requested \$1,409,396 New Total Amount Requested \$2,609,396	Complete Schematic Design & Cost estimates for a first phase of Crane Cove Park, which includes, adaptive reuse of National Register Historic resources, new & improved shoreline beach area, site wide historic interpretation & park amenities including, lawns, plazas, furnishings & pathways. Complete detail design drawings & bid documents for project construction & complete Construction Administration during project construction. Project Overview: The City of San Francisco's 2008 Prop. A & 2012 Prop. B, Parks General Obligation Bond provides approximately \$39.5 million for Blue Greenway open space improvement projects along the SF waterfront. Crane Cove Park is 1 of 9 designated parks funded.	Modification	Current Approved Duration 2/1/2011-12/31/2014 Additional Duration Requested 12/31/2014-12/31/2017
4133-08/09	Public Health	Current Approved Amount \$600,000 Increase Amount Requested \$700,000 New Total Amount Requested \$1,300,000	Provide an on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH). The dental services shall meet or exceed the standards of the State of California Medi-Cal Denti-Cal Program. The services will include, at a minimum: routine treatment and examinations, radiographs, cleanings and fillings, relinings and repairs of dentures, fabrication of new full and partial dentures, extractions and bedside care to patients unable to come to the LHH Dental Clinic.	Modification	Current Approved Duration 7/1/2009-6/30/2014 Additional Duration Requested 7/1/2014-6/30/2019
4098-02/03 <i>Amended</i>	Public Utilities Commission	Current Approved Amount \$24,000,000 Increase Amount Requested <i>\$4,500,000</i> New Total Amount Requested \$31,000,000	Provide design, environmental and permitting services needed prior to construction of the Calaveras Dam Replacement Project (CDRP) to develop a comprehensive compliance plan for the occurrence of naturally occurring asbestos (NOA) at the project site, address the future restoration of steelhead in Alameda Creek into the project, provide designs to mitigate impacts associated with the CDRP, provide supplemental dam safety engineering analyses requested by the California Division of Safety of Dams (DSOD), and ongoing permitting support; and to provide engineering support during construction, start-up, and commissioning of the project.	Modification	Current Approved Duration 9/12/2003-9/11/2016 Additional Duration Requested 9/12/2016-5/24/2019

Speakers:

Jacquie Hale and Philip Katzenberger from the Department of Public Health spoke on PSC #47083-13/14 and #49509-13/14.
 Bonita McGee and Surinderjeet Bajwa from the Public Utilities Commission spoke on PSC #42163-13/14.
 Bonita McGee and Kate Fernandez-Smith from the Public Utilities Commission spoke on PSC #42385-13/14.
 David Curto from the Human Services Agency, and Sin Yee Poon and Xiu Mim Li from SEIU Local 1021, spoke on PSC #2003-08/09.

David Curto from the Human Services Agency, and Sin Yee Poon from SEIU Local 1021, spoke on PSC #2005-08/09; Ms. Poon expressed objection to PSC #2005-08/09.

Deanna Desedas from the Municipal Transportation Agency spoke on PSC #4047-13/14.

Jacquie Hale from the Department of Public Health, and Sin Yee Poon from SEIU Local 1021, spoke on PSC #4133-08/09.

Bonita McGee and Susan Hou from the Public Utilities Commission spoke on 4098-02/03.

Action:

- 1) Approved PSC #47083-13/14, with the condition that the Department of Public Health work with the Executive Officer to amend the PSC Form 1 to expand on the justification for contracting out, to be clear that it will not result in any displacements, and to correct the reference to the prior PSC under which those or related services were previously contracted out. (Vote of 5 to 0)
- 2) Approved PSC #42163-13/14, with the condition that the Public Utilities Commission work with the Executive Officer to amend the PSC Form 1 to expand on the definition of the scope of work being contracted out. (Vote of 5 to 0)
- 3) Approved PSC #42385-13/14, with the proviso that the Public Utilities Commission amends the description on the PSC Form 1 to make it clear that the request is for a contractor to provide on-site training and specialized work (not to provide laborer work to avoid hiring laborers). (Vote of 5 to 0)
- 4) Conditionally approved PSC #2003-08/09, provided that the Human Services Agency and the employee organization (SEIU, Local 1021) continue their discussions on the PSC, and provided that the Human Services Agency submits a written report to the Commission by October 2014 on those discussions. (Vote of 5 to 0)
Note: The representatives from SEIU, Local 1021, nodded their heads indicating their agreement to continue discussions with the Human Services Agency on PSC #2003-08/09.
- 5) Approved PSC #4047-13/14, on the condition that the Municipal Transportation Agency works with the Executive Officer to update the PSC Form 1 to include information on why the contract was extended out further than originally anticipated. (Vote of 5 to 0)
- 6) Approved PSC #4133-08/09, on the condition that the Department of Public Health amends PSC Form 1 to clearly define the description of work being contracted out, and that it continues discussions with the affected union(s). (Vote of 5 to 0)

- 7) Approved the request for all remaining PSCs (PSC numbers 46791-13/14; 49377-13/14; 46974-13/14; 40525-13/14; 47911-13/14; 49509-13/14; 47609-13/14; 48143-13/14; 44299-13/14; 2005-08/09; 4136-08/09; 4055-10/11; and 4098-02/03). Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0132-14-8 Department of Public Health's Report in Compliance with the Commission's Conditional Approval for Personal Services Contract Numbers 4150-09/10 through 4153-09/10; 4156-09/10; 4160-09/10 and 4161-09/10. (Item No. 8)

PSC#	Department	Amount	Type of Service	Duration
4150-09/10	Public Health	\$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 service, therapeutic visitation services, and targeted case management.	6/30/2015
4151-09/10	Public Health	\$150,074,786	Contract will provide: mental health 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 on the level and type of needs of the client, and responding as clients change over time.	6/30/2015
4152-09/10	Public Health	\$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	Public Health	\$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 crises 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 setting back to the community or who are at risk for institutional placement due to the severity of their psychiatric disorder.	6/30/2015
4156-09/10	Public Health	\$57,351,750	Contractors will provide community based mental health and substance abuse prevention and treatment, primary care and life enhancement programs for adults and transition age youths who are homeless or face mental health and substance abuse issues and their families in San Francisco. The programs will include mental health emergency crisis/vocational and rehabilitation services, peer and intern employment, peer-based wellness and recovery services, substance abuse education and training/HIV intervention/ primary prevention, secondary prevention and ancillary services, short-term intensive care management-hospital discharge services.	6/30/2015
4160-09/10	Public Health	\$29,543,220	The PEI project will provide prevention and early intervention programs designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, adults and other older adults who exhibit varying levels of risk of developing mental illness. The project will assist those at risk and train to better identify clients early and refer them to services. Programs include School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Condition for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training.	6/30/2015

4161-09/10	Public Health	\$10,804,713	Contractors will provide an array of prevention services, programs and projects for broad age, ethnic, gender, ability, and geographic diversity of San Francisco's populations, especially in low income neighborhoods. The primary methodologies will be community action and organization, outreach, health education, wellness activities and education, community support/capacity building, and training/technical assistance for contractors, and other services as needed.	6/30/2013
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June 21, 2010: Adopted the report; Approved the request for approval of Personal Services Contract numbers 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. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

Speakers: Jacquie Hale, Department of Public Health

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

0133-14-1 Department of Human Resources' Report on the Implementation of Continuous Testing for Entry-Level Fire and Police Hiring. (Item No. 9)

Speakers: Dave Johnson, Department of Human Resources
Susan Guard, Department of Human Resources

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

0119-14-8 Department of Technology's Report in Compliance with the Commission's Conditional Approval for Personal Services Contract Number 4070-09/10; and Review of Request for Approval to Modify Personal Services Contract Number 4070-09/10. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-09/10	General Services Agency – Department of Technology	Current Approved Amount \$15,000,000 Increase Amount Requested \$26,000,000 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	Current Approved Duration 1/1/2010-12/31/13 Additional Duration Requested 1/1/2014-8/31/2016

December 21, 2009: Approved the request for proposed Personal Service Contract #4070-09/10 on the condition that the Department of Technology submit quarterly reports to the Commission identifying the projects or type of work which has been contracted out or will be contracted out under this request and the dollar amount of each request, with notifications to SEIU Local 1021 where applicable.
(Vote of 5 to 0)

June 2, 2014: Postponed to the Commission meeting of June 16, 2014 so that the department representative can attend. President Heldfond requested that the department clarify at the meeting of June 16th what “piggybacking on the Airport” means; and Commissioner Favetti also requested that the department provide clarification on pages 5 and 7 of the department’s submission with regard to the training and notification to SEIU, Local 1021. (Vote of 5 to 0)

Speakers: Jolie Gines, General Services Agency - Department of Technology

Action: Adopted the report. Approved the request for Personal Services Contract #4070-09/10, on the following two conditions: 1) that the Department of Technology submit quarterly reports to the Commission identifying the projects or type of work which has been contracted out or will be contracted out under this request and the dollar amount of each request (with notifications to affected unions when applicable) as required by the Commission at the time that it initially approved the department’s request; and, 2) that the Department of Technology work with the Executive Officer to amend the PSC Form 1 to include updated information and the missing information that the Commission requested regarding the training to be provided (number of hours, employees affected, etc.). Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0131-14-8 Review of Request for Approval of Proposed Personal Services Contract Number 30933-13/14. (Item No. 11)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
30933-13/14	Sheriff	Current Approved Amount \$65,000 Increase Amount Requested \$70,000 New Total Amount Requested \$135,000	Operate a shuttle service from Civic Center BART station and Balboa Park BART station to San Bruno Jail. The shuttle service operates on weekends and all major holidays from 7:00am - 2:30pm.	Modi- fication	Current Approved Duration 4/1/14- 3/31/2015

June 2, 2014: Continued Personal Services Contract #30933-13/14 to the Commission meeting of June 16, 2014 so that the Sheriff’s Department can provide proper notice to the Transport Workers Union Local 250A.
(Vote of 5 to 0)

Speakers: None.

Action: Adopted the report. Approved the request for proposed Personal Services Contract #30933-13/14; Notified the Office of the Controller and the Office of Contract Administration.
(Vote of 5 to 0)

0120-14-8 Human Services Agency's Annual Report on Contracts Awarded under Personal Services Contracts with Continuing Approval—Personal Services Contracts Numbers 2000-08/09 through 2009-08/09. (Item No. 12)

PSC#	Department	Amount	Type of Service	Duration
2000-08/09	Human Services Agency	Per Term \$7,500,000 Per Annual \$1,500,000	Recruiting appropriate families throughout the Bay Area and other counties, providing orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	7/1/2009 – Continuing
2001-08/09	Human Services Agency	Per Term \$65,000,000 Per Annual \$13,000,000	Services include recruitment and support to perspective and existing foster and kinship parents. These services provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities. Services provided to children in foster care; include therapeutic services, tutoring, and independent living skills, mental and general health services.	7/1/2009 – Continuing
2003-08/09	Human Services	Current Approved Amount \$160,000,000	Multiple contractors provide childcare services to low-income and CalWORKs families through partnerships with other state licensed providers in various identified target neighborhoods.	1/5/2009- Continuing
2004-08/09	Human Services Agency	Per Term \$230,000,000 Per Annual \$46,000,000	To provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing. Clients include recipients of Social Security Administration, Supplemental Security Income, Personal Assisted Employment Services, Cal Works and/or low incomes.	7/1/2009 – Continuing
2005-08/09	Human Services	Current Approved Amount \$38,500,000	Provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals seeking employment.	7/1/2009- Continuing
2006-08/09	Human Services Agency	Per Term \$25,415,000 Per Annual \$4,420,000	Support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, equipment maintenance and repairs, files and records management (i.e. recycling, shredding, destruction, removal), translation, consultants for grant writing Security Services, planning and evaluation.	7/1/2009 – Continuing
2007-08/09	Human Services Agency	Per Term \$327,750,000 Per Annual \$57,000,000	Serves as the employer of record for the In-Home Supportive Services Program (IHSS), an entitlement program of the federal and state government. Provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	7/1/2009 – Continuing
2008-08/09	Human Services Agency	Per Term \$75,750,000 Per Annual \$15,150,000	Provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, voluntary case management, substance abuse, mental health group sessions, shelter reservations, employment services, housing access and health activities.	7/1/2009 – Continuing
2009-08/09	Human Services Agency	Per Term \$14,950,000 Per Annual \$2,600,000	To provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	7/1/2009 – Continuing

February 2, 2009: Postponed Personal Services Contract Numbers 2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021. (Vote of 5 to 0)

March 2, 2009:

Postponed **Personal Services Contract Numbers 2002-08/09; 2003-08/09 and 2005-08/09** to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted. (Vote of 5 to 0)

Adopted the Human Resources Director's report on **Personal Services Contract Numbers 2000-08/09; 2001-08/09, 2004-08/09, and 2007-08/09 through 2009-08/09** on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009); and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. (Vote of 5 to 0)

Adopted the Human Resources Director's report on **Personal Services Contract #2006-08/09**. (Vote of 5 to 0)

March 16, 2009:

Adopted the Human Resources Director's report for "Continuing" approval [for **Personal Services Contract Numbers 2002-08/09, 2003-08/09 and 2005-08/09**] on the following conditions: 1) Should the Human Services Agency propose to change contractors and award contracts to outside parties other than those identified in connection with this Commission's approval of these three personal services contracts, it will notify all affected bargaining units prior to the change in contractors; 2) Should the Human Services Agency propose to amend or modify any contract awarded under these three personal services contracts, it shall notify all affected bargaining units prior to the modification or amendment being effectuated; 3) At the time the Human Services Agency publishes Requests for Proposals for any contract to be awarded under the scope of any of these three personal services contracts, it shall send a hard copy of the Request for Proposals to the affected bargaining units; and 4) If any affected bargaining unit, as a result of any such notification wishes to discuss the change, amendment, modification or award with the Human Services Agency, the Human Services Agency shall meet and discuss in good faith with the affected bargaining units. (Vote of 4 to 0)

September 21, 2009:

Accepted the oral report [from the Human Services Agency on the status of the conditional approval of **Personal Services Contract Numbers 2000-08/09, 2001-08/09, 2004-08/09, and 2007-08/09 through 2009-08/09**]. (Vote of 4 to 0)

June 2, 2014: Continued the [annual] report [on personal services contracts with continuing approval from the Human Services Agency under **Personal Services Contract Numbers 2000-08/09, 2001-08/09, 2004-08/09, and 2006-08/09 through 2009-08/09**] to the Commission meeting of June 16, 2014 so that the Human Services Agency can submit to the Commission the requested missing information and documentation, along with a brief staff report with more information regarding the PSCs with continuing approval. In addition, the Commission directed the Human Services Agency to provide proper notice to the union. (Vote of 5 to 0)

Speakers: David Curto, Human Services Agency
Sin Yee Poon, SEIU, Local 1021

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

0111-14-4 Appeal by Khalid Khan regarding the Administration of the 1218 Payroll Supervisor Position-Based Test Examination. (Item No. 13)

Speakers: Louis Voccia, Office of the Controller
Khalid Khan, Appellant
Sin Yee Poon, SEIU, Local 1021

Action: Adopted the staff report; denied the appeal by Khalid Khan. (Vote of 4 to 1; Commissioner Chan dissented)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)

President Heldfond welcomed Commissioner Normandy as the new President and Commissioner Chan as the new Vice President for Fiscal Year 2014-2015. Commissioner Favetti also requested that Jennifer Johnston, Executive Officer review the Commission's policies and procedures on Personal Services Contracts with continuing approval. (Note: Ms. Johnston informed the Commission that in fact a meeting had been scheduled for the next day to discuss those processes and polices with various departments.)

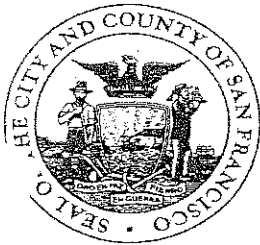
ADJOURNMENT (Item No. 15)

4:29 p.m.

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

June 26, 2014

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 41415-13/14, 43916-13/14; 45171-13/14; 46191-13/14, 4101-09/10, 4010-13/14, 4030-10/11, 4158-09/10, 4002-12/13 AND 4056-10/11.

The above matter will be considered by the Civil Service Commission at a meeting to be held on July 7, 2014 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.

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

- Cc: Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Cynthia Hamada, Municipal Transportation Agency
- Jacquie Hale, Department of Public Health
- Mary Hom, Controller' Office
- Shamica Jackson, Public Utilities Commission
- Greg Kato, Treasurer & Tax Collector Office
- Brent Lewis, Department of Human Resources
- Stacey Lo, Public Utilities Commission
- Kevin Quan, San Francisco Arts Commission
- Genie Wong, San Francisco Police Department
- Commission File
- Commissioners' Binder
- Chron

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 7



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: July 07, 2014
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director *[Signature]*
From: Cynthia Hamada/Parveen Boparai, MTA
Shamica Jackson/Stacey Lo, PUC
Mary Hom, CON
Brent Lewis, HRD
Cynthia Avakian, AIR
Kevin Quan, ART
Genie Wong, POL
Jacquie Hale, DPH
Greg Kato, TTX

Subject: Personal Services Contracts Approval Request

This report contain ten (10) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on October 25, 2013.

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 to date:

Total of this Report	YTD Expedited Approvals FY 2013-2014	Total for FY 2013-2014
\$75,630,000	\$9,003,255	\$930,825,310

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 1

Parveen Boparai
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POSTING FOR

July 7, 2014

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Content: Commission Hearing Date (field_csc_hearing_date)

2014-07-07

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
41415 - 13/14	MUNICIPAL TRANSPORTATION AGENCY	\$300,000.00	The San Francisco Municipal Transportation Agency (SFMTA) wishes to study the economic benefits of investment in the City's transportation system. In order to determine the economic benefits of investment in the City's transportation system, the consultant will use prior studies conducted by other transit agencies (such as BART and SEPTA) as a starting point and, working with the SFMTA and the City Controller's office, will create metrics for identifying and then studying these economic impacts in San Francisco. Investment in transit may impact service reliability, traffic congestion, costs for transportation other than transit (for example, increased highway maintenance), business operating costs and productivity, and regional growth. The consultant will document conclusions in a final report.	July 10, 2014	March 31, 2015
43916 - 13/14	PUBLIC UTILITIES COMMISSION	\$3,000,000.00	Provide specialized project expertise for the Pilarcitos Dam and Reservoir Improvements project to assist in the areas of: dam upgrades, geotechnical investigation and engineering, structural and seismic engineering, hydraulic and hydrologic engineering, engineering planning, engineering design and engineering support during construction.	November 1, 2014	November 1, 2021
45171 - 13/14	CONTROLLER	\$2,000,000.00	The City and County of San Francisco (City) is operating on the PeopleSoft Human Capital Management System Version 9.0. The Controller's Office is seeking to hire a vendor with a proven methodology to upgrade the City and County's integrated Human Capital Management System (including Human Resources, Benefits Administration, Time & Labor, Absence Management and Payroll) from version 9.0 to 9.2.	September 1, 2014	August 31, 2016
46191 - 13/14	HUMAN RESOURCES	\$2,000,000.00	The Contractor shall provide: investigations, witness interviews, surveillance, activity check investigations, background investigations (including Internet searches), timely preparation of written investigation reports, preparation and submission of Suspected Fraudulent Claim Referral Forms (FD-1) and/or Documented Referrals, and related administrative services.	July 1, 2014	June 30, 2016

TOTAL AMOUNT \$7,300,000

Posting for July 7, 2014
Proposed Personal Services Contract
Modification to Increase/Decrease Contract Amount/Duration

PSC No	Dept Description	Type of Approval	Modified Amount	Cumulative Amount	Description of Work	Modified Date	Cumulative Date
4101-09/10	AIRPORT COMMISSION	REGULAR	\$175,000.00	\$725,000.00	Provide customer survey data regarding the quality of the Airport's Food and Beverage and Retail Services, Parking, and other facilities and services. The surveys have consistently taken place in May for the past 19 years of at least 1,400 valid respondents to reflect the summer travel season. The preliminary results need to be analyzed and submitted to SFO within 30 days from the last interview. Vendor will produce, execute, and analyze the data and present results and recommendations to SFO.	05/01/2010 - 06/30/2016	05/01/2010 - 06/30/2016
4010-13/14	ARTS COMMISSION	CONTINUED	\$0.00	\$3,000,000.00	Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phealan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.	07/01/2014 - Continued	07/01/2013 - Continued
4030-10/11	POLICE	REGULAR	\$225,000.00	\$475,000.00	The contractor will provide background investigation services for the San Francisco Police Department (SFPD). The contractor will investigate records from the criminal justice system, credit reporting agencies, and Department of Motor Vehicles, and contact employers and references.	11/01/2014 - 10/31/2017	11/01/2010 - 10/31/2017
4158-09/10	PUBLIC HEALTH	REGULAR	\$140,000.00	\$224,000.00	Contractor will provide phlebotomy services during the phlebotomy service schedule at Behavioral Health Clinics and laboratory specimen courier services when necessary.	07/01/2015 - 06/30/2019	07/01/2010 - 06/30/2019

1002-12/13	PUBLIC UTILITIES COMMISSION	REGULAR	\$2,000,000.00	\$3,500,000.00	Perform and assist Hetch Hetchy Water and Power (HHWP) with all business processes, design standards preparation and/or review of HHWP designs as they relate to Western Electricity Coordinating Council (WECC) and the North American Electric Reliability Corporation (NERC) power regulatory requirements CIP (Critical Infrastructure Protection) and COM (communication) requirements.	No Change	07/02/2012 - 06/30/2017
4056-10/11	TREASURER/TAX COLLECTOR	REGULAR	\$90,000.00	\$290,000.00	Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue audit and enforcement of utility users tax and access line tax requirements; and provide tax revenue enhancement and detection services.	07/01/2014 - 06/30/2015	01/04/2011 - 06/30/2015

Total Modified Amount:

\$2,630,000.00

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

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTA

Type of Request: [X] Initial [] Modification of an existing PSC (PSC # _____)

Type of Approval: [] Expedited [X] Regular ([] Omit Posting)

Type of Service: Transit Economic Benefits Study

Funding Source: Operating Budget PSC Duration: 37 weeks 5 days
PSC Amount: \$300,000 PSC Est. Start Date: 07/10/2014 PSC Est. End Date: 03/31/2015

1. Description of Work

A. Scope of Work:

The San Francisco Municipal Transportation Agency (SFMTA) wishes to study the economic benefits of investment in the City's transportation system. In order to determine the economic benefits of investment in the City's transportation system, the consultant will use prior studies conducted by other transit agencies (such as BART and SEPTA) as a starting point and, working with the SFMTA and the City Controller's office, will create metrics for identifying and then studying these economic impacts in San Francisco. Investment in transit may impact service reliability, traffic congestion, costs for transportation other than transit (for example, increased highway maintenance), business operating costs and productivity, and regional growth. The consultant will document conclusions in a final report.

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

This service is necessary for the SFMTA to obtain an independent economic analysis of the City's transportation system. This is important for future planning efforts for the benefit of the community and to help the SFMTA to value the impact of investments in transportation. This analysis is best performed by an independent evaluator who is expert in this area in order to provide an unbiased perspective and analysis. Denial of this contract would make it extremely difficult to perform this analysis and objectively evaluate the effectiveness of City expenditures for the transportation system.

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 has not been previously provided.

D. Will the contract(s) be renewed? No.

2. Union Notification: On 05/12/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41415 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/07/2014

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
 Demonstrated expertise and specialized knowledge in quantitative analysis and economic analysis. Successful completion of similar projects requiring critical thinking, analytical skills, comparative analysis, and report writing. The consultant will be chosen from the list of pre-qualified firms offering economic and fiscal consulting services created by the City Controller's office in September 2012.
- B. Which, if any, civil service class(es) normally perform(s) this work?
 1824,
- 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:
 Civil Service classifications cannot perform the scope of services that relies on the contractor's expertise in economic analysis, as well as other specialized skills. Further, this service is best performed by an independent evaluator who is expert in this area in order to provide an unbiased perspective and analysis.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
 No. Classifications already exist.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
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 05/12/2014 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com
 Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94103

Receipt of Union Notification(s)
◆ Local 21

Hamada, Cynthia

From: dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com
Sent: Monday, May 12, 2014 11:11 AM
To: Hamada, Cynthia; L21PSCReview@ifpte21.org; Hamada, Cynthia; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 41415 - 13/14

RECEIPT for Union Notification for PSC 41415 - 13/14 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 41415 - 13/14 for \$300,000 for Initial Request services for the period 07/10/2014 – 03/31/2015. 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/2038> 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 – PUC Dept. Code: PUC

Type of Request: [X] Initial [] Modification of an existing PSC (PSC # _____)

Type of Approval: [] Expedited [X] Regular [] Omit Posting

Type of Service: As-Needed Engineering Services for the Pilarcitos Dam and Reservoir Improvements (CS-396)

Funding Source: SFPUC Water Revenue Funds PSC Duration: 7 years 2 days
PSC Amount: \$3,000,000 PSC Est. Start Date: 11/01/2014 PSC Est. End Date: 11/01/2021

1. Description of Work

A. Scope of Work:

Provide specialized project expertise for the Pilarcitos Dam and Reservoir Improvements project to assist in the areas of: dam upgrades, geotechnical investigation and engineering, structural and seismic engineering, hydraulic and hydrologic engineering, engineering planning, engineering design and engineering support during construction.

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

The San Francisco Public Utilities Commission (SFPUC) is seeking the services of an engineering consulting firm that has dam upgrade experience. The SFPUC needs these services to augment existing City staff. If the contract is denied, critical safety improvements to Pilarcitos Dam may be delayed causing increased risk that the dam will be out of regulatory compliance, suffer failure, disrupt water supplies, or flood downstream communities.

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.

As needed engineering service contracts were used for previous dam projects to augment SFPUC staff. For the Calaveras Dam Replacement Project for planning and design services, the personal services approval number was PSC # 4098-02/03 (CS-716).

D. Will the contract(s) be renewed? No.

2. Union Notification: On 05/23/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43916 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/07/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Skills necessary to assist SFPUC staff with a dam capital improvement project: geotechnical investigation and engineering, hydraulic engineering, hydrologic engineering, structural/seismic engineering, scheduling and estimating support.

B. Which, if any, civil service class(es) normally perform(s) this work?

5241,5211,5218,5212,

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:

Civil Service Classifications are applicable. However, the City does not routinely upgrade dams for the drinking water system. This work happens about every 50 years.

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

No. This project will only require resources to provide support during this project and after this project concludes, this staff will no longer be needed.

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?
30 hours of technical training for five (5) engineers
- 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?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 06/11/2014 BY:

Name: Stacey Lo Phone: 415-554-1860 Email: SLo@sfwater.org

Address: 525 Golden Gate Avenue San Francisco, CA

PSC No. 47609-13/14 Question

If the request is for 5 years or more, please provide upload explanation:

Pilarcitos Reservoir is located in an environmentally sensitive region on the San Francisco Peninsula with several threatened species, historical structures, and potential archeological sites. Therefore, the California Environmental Quality Act review will probably take about three years. The planning phase will take at least a year, the design phase will take at least a year, the bid & award phase will take about six months, and the construction phase will take at least eighteen months. In order for the consultant to provide services during the planning, design, environmental, bid & award, and construction phases; the consultant will need to be retained for 7 years.

Receipt of Union Notification(s)
◆ Local 21

Lo, Stacey

From: dhr-psccordinator@sfgov.org on behalf of SLo@sfgwater.org
Sent: Friday, May 23, 2014 4:12 PM
To: Lo, Stacey; L21PSCReview@ifpte21.org; Lo, Stacey; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 43916 - 13/14

RECEIPT for Union Notification for PSC 43916 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION – PUC has submitted a request for a Personal Services Contract (PSC) 43916 - 13/14 for \$3,000,000 for Initial Request services for the period 11/01/2014 – 11/01/2021. 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/2093> 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) of Explanation

◇ **Section 1. Description of Work**

**1C. 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 # 4098-02/03

4098-02/03
Mod# 3



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES

Regular Meeting
June 15, 2009

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

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

CALL TO ORDER

2:07 p.m.

ROLL CALL

President Morgan R. Gorrone	Present
Vice President E. Dennis Normandy	Present (Left at 5:15 p.m. Missed Items 12-15)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Not Present (Notified absence)

President Morgan R. Gorrone presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of June 1, 2009

Action: Approve. (Vote of 4 to 0)

0191-09-1 Commendation for Janet G. Bias, Senior Personnel Analyst, upon her retirement after more than twenty-eight years of service to the City & County of San Francisco. (Item No. 5)

Speakers: None.

Action: Adopt. (Vote of 4 to 0)

0192-09-1 Commendation for Osserman B. Caceres, Social Work Supervisor, Department of Aging and Adult Services upon his retirement after more than twenty-three years of service to the City & County of San Francisco. (Item No. 6)

Speakers: None.

Action: Adopt. (Vote of 4 to 0)

0175-09-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4153-08/09	Airport Commission	\$150,000	Will establish a secure, separate, private access Wi-Fi network within and around Terminal 1, ground level Boarding Area C baggage handling and planeside. The Wi-Fi network will extend current SFO wireless baggage network and compatible with existing Wi-Fi network.	Regular	02/28/10
4155-08/09 <i>Postpone to 7/6/09</i>	Public Utilities Commission	\$200,000	Will design, permit, supply, install and commission three (3) fully integrated and operational solar PV systems with the following rated capacities and locations: a minimum of 100 kW at City Hall and min. of 214 KW at Davies Symphony Hall.	Regular	06/30/10

- June 1, 2009:
- (1) Postpone PSC #4153-08/09 to the meeting of June 15, 2009 by mutual agreement of the Airport Commission and IFPTE Local 21 to meet and attempt to resolve their issues with no further continuances.
 - (2) Postpone PSC #4155-08/09 to the meeting of June 15, 2009 at the request of the Public Utilities Commission.

Speakers: David Scott and Randall Smith, Public Utilities Commission spoke on PSC #4155-08/09.

- Action:**
- (1) Postpone PSC #4155-08/09 to the meeting of July 6, 2009. Public Utilities Commission to provide correct classes in 3B to the Commission. (Vote of 4 to 0)
 - (2) Adopt the Human Resources Director's report on PSC #4153-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0193-09-8

Review of request for approval of proposed personal services contracts.
(Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1019-08/09	Sheriff	\$200,000	Will provide timely transportation of prisoners throughout California and the United States, pursuant to court orders or lawful arrest warrants. Transportation could possibly include required overnight lodging of the prisoners.	Annual	06/30/10
1020-08/09	Sheriff	\$800,000	Will provide electronic home detention/monitoring services for inmates who qualify for home detention as an alternative jail incarceration.	Annual	06/30/10
4158-08/09	Airport Commission	\$375,000	Will provide ongoing representation of the Airport before the California State Legislature and Executive Administration to identify and advocate for or against legislation and regulatory matters that impact the Airport.	Regular	06/30/14
4159-08/09	Arts Commission	\$100,000	Will provide four to five professional artists or artist teams to create a temporary public art project that includes a rotating poster series with auxiliary public programming for the Arts Commission's Art on Market Street Program.	Regular	12/20/10
4160-08/09	Fire Department	\$223,491	Will provide proprietary preventive and corrective maintenance and repair services for the Fire Trainer T-1000 Fire Simulator.	Regular	06/30/12
4161-08/09	Public Utilities Commission	\$3,000,000	Will provide preliminary engineering design and cost estimates with additional environmental and permitting support services for a Newark to San Francisco submarine High Voltage Direct Current (HVDC) power cable.	Regular	07/15/12
4162-08/09 <i>Postpone to 7/6/09</i>	Public Utilities Commission	\$9,000,000	Will provide specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; watershed management services; and enterprise operations and mgmt. Services.	Regular	09/01/14
4163-08/09	Emergency Management	\$250,000	Will provide services, including project management and installation services for the procurement and installation of microwave communications equipment to finish the partially constructed system for the Bay Area Regional Interoperable Communication System.	Regular	06/30/12
4164-08/09	Public Health	\$4,500,000	Will provide custom fitting, modifications, and custom manufacturing of orthotics and prosthetics for patients of San Francisco General Hospital, Laguna Honda Hospital, Jail Health Services, and other clients of the Community Health network.	Regular	06/30/18
4165-08/09	Public Works	\$1,000,000	Will provide services necessary to provide a turnkey solution for the receipt, warehousing, delivery, placement and installation of Furniture, Fixtures and Equipment (FF&E) in the newly constructed Laguna Honda Hospital buildings.	Regular	01/01/11
4073-05/06 <i>Postpone to 7/6/09</i>	Controller	Increase Amount \$3,000,000 New Amount \$7,500,000	Will perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function.	Modification	06/30/13
4123-05/06	Human Resources	Increase Amount \$133,000 New Amount \$383,000	Will provide comprehensive unemployment insurance claims administration services, including unemployment claims processing, claims appeals, representation at Unemployment Insurance Appeals Hearings, audits of billing statements, and records maintenance.	Modification	06/30/11

4098-02/03	Public Utilities Commission	Increase Amount \$10,100,000 New Amount \$24,000,000	Will provide alternatives to repair the existing Calaveras Dam, or replace the dam with a dam of equal or enlarged storage capacity. Provide additional design, environmental and permitting services.	Modification	09/11/16
4113-08/09	Public Health	Increase Amount \$0 New Amount \$22,000,000	Will provide health, dental and vision insurance through a publicly funded health insurance program to children and young adults who live in the City and County of San Francisco. Modification to correct PSC duration.	Modification	06/30/12

Speakers:

Maureen Gannon and Chief Deputy Al Waters, Sheriff's Department spoke on PSC #1020-08/09.
 David Scott and James Hendry, Public Utilities Commission spoke on PSC #4161-08/09.
 Neal Taniguchi, Department of Emergency Management spoke on PSC #4163-08/09.
 Esther Reyes and Peg Stevenson, Office of the Controller spoke on PSC #4073-05/06.
 Marie de Vera, Department of Human Resources spoke on PSC #4123-05/06.
 Pauson Yun and Daniel Wade, Public Utilities Commission spoke on PSC #4098-02/03.

Action:

- (1) Postpone PSC #4162-08/09 to the meeting of July 6, 2009 at the request of the Public Utilities Commission. (Vote of 4 to 0)
- (2) Postpone PSC #4073-05/06 to the meeting of July 6, 2009. The Office of the Controller to provide correct classes that normally perform the work (3B). (Vote of 4 to 0)
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0381-07-6

Appeal by Chris Matal Sol of the Human Resources Director's determination of insufficient evidence to support his claim of denial of reasonable accommodation and retaliation. (Item No. 9)

September 17, 2007: Postpone to a meeting when the department notifies the Executive Officer that all parties are available and when calendared, will be the first item on the Regular calendar.

Speakers:

None.

Action:

Appeal withdrawn by Douglas Prutton, Attorney on behalf of Chris Matal Sol. (Vote of 4 to 0)

4098-02/03
Mod #3

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/15/2009

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

TYPE OF APPROVAL: [] EXPEDITED [x] REGULAR (OMIT POSTING _____)
[] CONTINUING [] ANNUAL

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4098-02/03)

TYPE OF SERVICE: Engineering Services for Calaveras Dam (CS-716)

FUNDING SOURCE: Water System Improvement Program Funds

Original Amount:	\$4,000,000	PSC Duration:	09-12-2003 to 03-02-2007
Modification Amount	\$8,000,000 (Amendment 1)	PSC Duration:	03-03-2007 to 09-11-2012 (Amendment 1)
	\$1,900,000 (Amendment 2)		
	\$10,100,000 (Amendment 3)		09-12-2012 to 09-11-2016 (Amendment 3)
Total Amount	\$24,000,000	Total PSC Duration:	09-12-2003 to 09-11-2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide additional design, environmental and permitting services needed prior to construction of the Calaveras Dam Replacement Project (CDRP) to develop a comprehensive compliance plan for the occurrence of naturally occurring asbestos (NOA) at the project site, address the future restoration of steelhead in Alameda Creek into the project, provide designs to mitigate impacts associated with the CDRP, provide supplemental dam safety engineering analyses requested by the California Division of Safety of Dams (DSOD), and ongoing permitting support; and to provide engineering support during construction, start-up, and commissioning of the project.

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

In 2001, the DSOD determined Calaveras Dam to be seismically unsafe. Calaveras Dam is a critical component of the SFPUC water system, providing 40% of the system's local water storage. Since 2001, Calaveras Reservoir has been operated at a level of 30% of its capacity, significantly impairing local water storage, system reliability, water quality, and fish habitat. If professional engineering services are denied, the project cannot move forward because the SFPUC does not have the in-house expertise or experience in dam design, NOA compliance, and the required engineering support services needed during construction, start-up and commissioning of a new dam.

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):

These services were provided in the past under PSC # 4098-02/03.

D. Will the contract(s) be renewed: No.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

L21
Union Name

Shamica Jackson
Signature of person mailing/faxing form

05/20/2009
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialty experience and expertise in the field of dam engineering, design and construction: geotechnical, earthquake, hydraulic and structural engineering. The following areas of expertise are also required: civil, mechanical, electrical engineering as they relate to dam and reservoir facilities; engineering geology, soil mechanics, rock mechanics, grouting, and foundation treatment; environmental issues related to dam construction; cost estimating and construction scheduling related to dams; specialty expertise in permitting related to steelhead and other endangered species; and specialty expertise and experience in construction compliance related to naturally occurring asbestos (NOA).

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

The following civil service classifications normally perform engineering work in the disciplines of civil, mechanical, electrical (Classifications: 5203, 5207, 5241, and 5211) and structural engineering (Classifications: 5281 and 5219).

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

Yes. A significant part of the work involves specialized computer modeling for geotechnical and earthquake engineering analysis, jar testing for portable treatment plant design, collection of air and water samples for NOA analysis, laboratory testing of air & water samples for NOA and metals (testing to be provided by specialty laboratories using methods and equipment that the SFPUC does not possess).

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are no specific civil service classifications in the fields of geotechnical engineering, earthquake engineering of embankments, engineering geology, dam design, spillway design, and development of compliance plans for naturally occurring asbestos (NOA). With respect to project tasks in the civil, mechanical, and electrical engineering disciplines, these tasks focus on dam, spillway, and intake tower design. SFPUC civil, mechanical, and electrical staff do not have experience with design issues related to replacement dam construction or associated facilities. The structural engineering tasks on this project focus on dam foundation design; SFPUC staff have no experience with dam foundation design.

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

No. There are few projects of this type; the required expertise would not be utilized on a full-time, permanent basis.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
Training will be available to the engineering disciplines of civil, mechanical, electrical (Classifications 5203, 5207, 5241, 5211) and structural (Classifications 5281 and 5219). Each discipline would receive approximately 24 hours of training. | <input checked="" type="checkbox"/> | <input 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?
Yes, by resolution #'s: 02-0267 (2/18/02); 03-0117 (6/10/03); 09-0079 (5/12/09). | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

Shamica Jackson
Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson
Print or Type Name

415-554-0727
Telephone Number

1155 Market Street, 9th Floor
San Francisco, CA 94103
Address

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 (Omit Posting)

Type of Service: PeopleSoft 9.2 Upgrade

Funding Source: Non-General Fund PSC Duration: 2 years
PSC Amount: \$2,000,000 PSC Est. Start Date: 09/01/2014 PSC Est. End Date: 08/31/2016

1. Description of Work

A. Scope of Work:

The City and County of San Francisco (City) is operating on the PeopleSoft Human Capital Management System Version 9.0. The Controller's Office is seeking to hire a vendor with a proven methodology to upgrade the City and County's integrated Human Capital Management System (including Human Resources, Benefits Administration, Time & Labor, Absence Management and Payroll) from version 9.0 to 9.2.

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

The City's PeopleSoft 9.0 Human Capital Management System was implemented in August 2012 and has not been upgraded. The system upgrade from version 9.0 to 9.2 is necessary to ensure that the City continues to have access to vendor support, when needed, on PeopleSoft Human Capital Management, a license software used City-wide for all human capital operations, including Payroll, Human Resources and Benefits Administration. (See Attachment for more information)

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 has not been provided in the past.

D. Will the contract(s) be renewed? No. See Attachment for more details.

2. Union Notification: On 05/09/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Municipal Executive Association, Management & Superv

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45171 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/07/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Providing PeopleSoft 9.2 Upgrade installation and employee training/knowledge transfer requires expert functional and technical knowledge of the system, and extensive prior experience performing upgrades using a proven upgrade methodology.

B. Which, if any, civil service class(es) normally perform(s) this work?
1071,1070,1052,1053,1054,1064,1063,1062,1044,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Potentially, the vendor may provide a lab environment for the technical side of the upgrade.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

This is a short-term, highly specialized service requiring expertise with the latest version of PeopleSoft (version 9.2). Civil service classes will perform all future upgrades.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, the work is short-term and highly specialized in nature.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
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? 41 City staff (See Attachment for additional info.)	<input checked="" type="checkbox"/>	<input 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 06/09/2014 BY:

Name: Mary Hom Phone: 415-554-7536 Email: mary.hom@sfgov.org

Address: City Hall Room 306 San Francisco, CA

Additional Attachment(s) of Explanation

1. DESCRIPTION OF WORK

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

The City's PeopleSoft 9.0 Human Capital Management System was implemented in August 2012 and has not been upgraded. The system upgrade from version 9.0 to 9.2 is necessary to ensure that the City continues to have access to vendor support, when needed, on PeopleSoft Human Capital Management, a license software used City-wide for all human capital operations, including Payroll, Human Resources and Benefits Administration. This system upgrade requires expertise in both the functional and technical aspects of the application, and the ability to apply this knowledge to the City's structure. Significant reduction of software problems and simplified software maintenance and support is also expected. Without this work, the City's current version 9.0 of the support will be laborious and time-consuming, and access to future enhancements will be greatly reduced. If at any point the human capital systems are not functioning properly, either from a functional or technical standpoint, the ability to process human capital transactions could be severely impacted. Further, PeopleSoft 9.0 will be unsupported by Oracle and shorten the useful life of the system, thus shortening the useful life of the system.

D. Will the contract(s) be renewed:

No. This contract is for the first upgrade only. The entire eMerge team will work with consultants from the vendor to assist with this major upgrade, and to acquire core upgrade methodologies. Future upgrades will be handled exclusively by in-house staff.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

Yes No

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
Consultants will work side-by-side with 41 City staff to transfer core upgrade techniques and methodologies. Approximately 25% of consultant time will be spent training civil servants. Formal training and covering the core PeopleSoft 9.2 module will also be provided.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
One 0942 Manager VII, one 1042 Journey IS Engineer, three 1043 Senior IS Engineer, one 1052 IS Business Analyst, nine 1053 Senior IS Business Analysts, fifteen 1054 Principal Business Analysts, one 1063 Senior IS Programmer Analyst, six 1064 Principal Programmer Analyst, three 1070 IS Project Directors, and one 1071 IS Manager.

Receipt of Union Notification(s)
◆ Local 21

Dang, Leorah (HRD)

From: dhr-psccordinator@sfgov.org on behalf of mary.hom@sfgov.org
Sent: Friday, May 09, 2014 3:46 PM
To: Hom, Mary (CON); camaguey@sfmea.com; staff@sfmea.com;
L21PSCReview@ifpte21.org; Hom, Mary (CON); Isen, Richard (TIS); DHR-
PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45171 - 13/14

RECEIPT for Union Notification for PSC 45171 - 13/14 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 45171 - 13/14 for \$2,000,000 for Initial Request services for the period 09/01/2014 -- 08/31/2016. 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/2029> 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

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES -- HRD Dept. Code: HRD

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: General Investigative Services and Special Investigation Unit Services

Funding Source: Workers' Compensation Claims Fund PSC Duration: 2 years
PSC Amount: \$2,000,000 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2016

1. Description of Work

A. Scope of Work:

The Contractor shall provide: investigations, witness interviews, surveillance, activity check investigations, background investigations (including Internet searches), timely preparation of written investigation reports, preparation and submission of Suspected Fraudulent Claim Referral Forms (FD-1) and/or Documented Referrals, and related administrative services.

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

The Department of Human Resources ("DHR") Workers' Compensation Division requires both general investigation and specialized investigation unit services to effectively determine benefit eligibility and to prosecute Workers' Compensation fraud. Denial of these services would result in increased costs and liability to the City and County of San Francisco caused by Workers' Compensation fraud.

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.

A Request for Qualifications ("RFQ") has not been performed in the past.

D. Will the contract(s) be renewed? No. The RFQ is only valid for two years.

2. Union Notification: On 04/25/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46191 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 07/07/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

For General Investigation Services: Must possess a current California private investigation license, have at least ten (10) years of experience in providing workers' compensation general investigation services,...Please see attached document.

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, the Contractor will have technology such as video streaming, wireless video-recording systems (including miniaturized equipment for surveillance), fully-equipped surveillance vehicles, camera and video technology to capture clear images both indoors and in the field, and other technology to view subjects remotely.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

DHR identified a position that performs similar work, Class 2966 Welfare Fraud Investigator, but the class does not possess the specialized knowledge needed to perform the requested services. The Contractor will perform services such as background investigations, including internet searches, and surveillance. The City and County of San Francisco prefers a third party administrator to perform the services to: maintain impartiality, reduce liability, and minimize conflict of interest.

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

No. If the City provided the service instead of a neutral third party, it could be difficult to assure all parties of the impartiality of the protocols and results.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
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 05/09/2014 BY:

Name: Brent Lewis Phone: 557-4944 Email: brent.lewis@sfgov.org

Address: 1 South Van Ness Avenue, 4th Floor San Francisco, CA 94103

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

For General Investigation Services: Must possess a current California private investigation license, have at least ten (10) years of experience in providing workers' compensation general investigation services, knowledge to prepare reports summarizing Arising Out of Employment/Course of Employment investigations and witness interviews, expertise to complete surveillance and ability to provide courtroom testimony.

For Special Investigation Services: Same skills and expertise as the General Investigation Services plus three years of sworn law enforcement experience, knowledge to prepare written investigation reports and other documents needed to pursue a criminal prosecution, and successful experience collaborating with government agencies and District Attorneys to generate effective results and criminal convictions.

Receipt of Union Notification(s)
◆ All Unions

From: dhr-pscordinator@sfgov.org on behalf of brent.lewis@sfgov.org
To: [RECEIPT for Union Notification for PSC 46191 - 13/14 more than \\$100k](mailto:Lewis_Brent_(HRD); rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfmsa@gmail.com; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200hwu@sbcglobal.net; speedy4864@aol.com; camaguev@sfmea.com; ecdemvoter@aol.com; tiva.thiang@seiu1021.org; Brusaca, Christina; Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 46191 - 13/14
Date: Friday, April 25, 2014 2:05:20 PM</p><hr/></div><div data-bbox=)

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 46191 - 13/14 for \$2,000,000 for Initial Request services for the period 07/01/2014 -- 06/30/2016. 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/1960> 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

From: [TWU Local 200](#)
To: [Brusaca, Christina](#)
Subject: Dropping Protest to PSC 46191
Date: Friday, June 06, 2014 1:36:13 PM

Local 200 is dropping its protest to PSC 46191.

Joe Abad
president

From: Brusaca, Christina
To: TWU Local 200 (local200twu@sbcglobal.net)
Bcc: [REDACTED]
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 46191 - 13/14
Date: Wednesday, May 07, 2014 3:27:00 PM

Dear Mr. Abad,

Thank you for your patience while the Department of Human Resources ("DHR") researched the concerns you identified in the TWU Local 200 protest regarding PSC#46191-13/14 for general investigative services and special investigation unit services on April 27, 2014. TWU Local 200 alleged that 1) "DHR falsely noted that no City employee's do this work" and 2) "there are civil service classes that could perform the work."

In response, DHR identified a job class that would potentially perform similar work, but does not have the knowledge, skills, or abilities to perform the Workers' Compensation general investigative and special investigative unit services. These skills and abilities include: possess a current California private investigation license, have at least ten (10) years of experience in providing Workers' Compensation general investigation services, knowledge to prepare reports summarizing Arising Out of Employment/Course of Employment investigations and witness interviews, expertise to complete surveillance, three years of sworn law enforcement experience, knowledge to prepare written investigation reports and other documents needed to pursue a criminal prosecution, and successful experience collaborating with government agencies and District Attorneys to generate effective results and criminal convictions.

In section 3B of the PSC form, "Which, if any, civil service class(es) normally perform(s) this work?" DHR answered "None." DHR answered, "None" because the PSC online system currently does not allow departments to enter an unrepresented job class in the field. In section 4A, "Explain why civil service classes are not applicable," DHR stated, "DHR identified a position that performs similar work, Class 2966 Welfare Fraud Investigator, but the class does not possess the specialized knowledge needed to perform the requested services." Class 2966 is a job code not represented by an employee organization and is covered under the unrepresented employees ordinance. When an unrepresented job class is identified, the PSC online system sends an email notification to all unions, such as TWU Local 200.

TWU Local 200 presented two job classes that perform investigative services, 8121 and 9155.

Class 8121

Class 8121, Transit Fare Inspector Supervisor/Investigator is a San Francisco Municipal Transportation Agency (MTA) exclusive classification. The position is responsible for transit fare enforcement, inspections, citations and related activities under the MTA proof of payment program. Class 8121 focuses specifically on transit fare enforcement, is exclusive to MTA, and would not apply to Workers' Compensation services.

Class 9155

Although Class 9155, Claims Investigator, compiles detailed reports, conducts interviews, and makes

court appearances, the position does not require any Workers' Compensation investigative experience. Workers' Compensation law is specialized and the regulations consistently change. It is necessary for DHR to seek a Workers' Compensation investigative expert. In addition to investigative services, the PSC also states surveillance, activity check investigations and background investigations. Class 9155 does not perform surveillance services.

Importantly, all class 9155 employees currently work at the City Attorney's Office. Per an email from the City Attorney's Office, Class 9155 employees maintain basic investigative and report writing skills. They do not have special knowledge about Workers' Compensation laws and therefore, are unable to perform the requested services.

As a reminder, DHR is seeking a contractor that utilizes technological tools such as, video streaming, wireless video-recording systems (including miniaturized equipment for surveillance), fully-equipped surveillance vehicles, camera and video technology to capture clear images both indoors and in the field, and other technology to view subjects remotely.

The contractor must also possess a private investigator license. Currently, there are no civil service classifications that require a private investigator license. Class 2966, Welfare Fraud Investigator, (an unrepresented classification) lists a private investigator license as a desirable only, but not required, qualification. Class 2966 was identified in the PSC form as a classification that could potentially perform similar services, but the position does not have the requisite Workers' Compensation experience.

In summary, DHR is requesting an outside, experienced Workers' Compensation investigator with the private investigator license, skills, and technology to perform surveillance services. Therefore, DHR is seeking your approval to move forward and place PSC#46191-13/14 on the Commission agenda.

Sincerely,

Christina Brusaca
Administrative Analyst
Department of Human Resources
City and County of San Francisco
Christina.brusaca@sfgov.org

From: TWU Local 200 [mailto:local200twu@sbcglobal.net]
Sent: Sunday, April 27, 2014 11:20 AM
To: Lewis, Brent (HRD); rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; LiUNA.local261@gmail.com; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Brusaca, Christina; Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 46191 - 13/14

TWU Local 200 will be protesting this. This PSC has falsely noted that no City employee's do this work we have a 8121 in our union that has done some of this and we have 9155 's

that could be trained to do this. Local 21 also has investigator at the City Attorney that does this work. Also the DA has investigators that could do this work.

Joe Abad
554-4291

From: "brent.lewis@sfgov.org" <brent.lewis@sfgov.org>

To: brent.lewis@sfgov.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; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; christina.brusaca@sfgov.org; richard.isen@sfgov.org; dhr-psccordinator@sfgov.org

Sent: Friday, April 25, 2014 2:04 PM

Subject: Receipt of Notice for new PCS over \$100K PSC # 46191 - 13/14

RECEIPT for Union Notification for PSC 46191 - 13/14 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 46191 - 13/14 for \$2,000,000 for Initial Request services for the period 07/01/2014 – 06/30/2016. 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/1960> 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

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4101-09/10)

Type of Approval: [] Expedited [x] Regular [] Omit Posting

Type of Service: Airport Customer Survey

Funding Source: AIR Operating Funds

PSC Original Approved Amount: \$375,000

PSC Original Approved Duration: 05/01/10 - 06/30/15 (5 years 8 we

PSC Mod#1 Amount: \$175,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$175,000

PSC Mod#2 Duration: 05/01/10-06/30/16 (1 year 1 day)

PSC Cumulative Amount Proposed: \$725,000

PSC Cumulative Duration Proposed: 6 years 8 weeks

1. Description of Work

A. Scope of Work:

Provide customer survey data regarding the quality of the Airport's Food and Beverage and Retail Services, Parking, and other facilities and services. The surveys have consistently taken place in May for the past 19 years of at least 1,400 valid respondents to reflect the summer travel season. The preliminary results need to be analyzed and submitted to SFO within 30 days from the last interview. Vendor will produce, execute, and analyze the data and present results and recommendations to SFO.

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

The Airport is committed to providing customer satisfaction through safe, convenient, and pleasing facilities and services to the flying public. Without this service, there would be an interruption of the year-to-year and benchmark comparison data, the Airport would lose touch with its passenger user base and may suffer a reduction in passenger satisfaction and/or revenues.

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.

Prior PSC 4101-09/10

D. Will the contract(s) be renewed? Yes, if there continues to be a need.

2. Union Notification: On 05/23/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4101-09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/07/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractor is required to have high level knowledge and expertise in conducting face-to-face interviews, telephone surveys, focus groups, and other surveys; the design of questionnaires; sampling design; statistical analyses; interviewing in English, French, Spanish, German, Japanese, Korean, Mandarin, and other languages as required by the Airport; & furnishing computerized survey data results. Contractor uses experience in varied, large Airport environments to develop recommendations based on industry successes.

B. Which, if any, civil service class(es) normally perform(s) this work?

1820,1822,1844,

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:

Civil service classifications are not applicable as the work is intermittent and entails a large number of people for short periods of time.

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

No, since the work is considered seasonal.

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?
- 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? Airports Council International and Corey, Canapary & Galanis

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 05/23/14 BY:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097 San Francisco, CA 94128

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

Christina Chiong

From: Lisa Randall
Sent: Friday, May 23, 2014 3:31 PM
To: Christina Chiong
Subject: FW: Receipt of Modification Request to PSC # 4101-09/10 - MODIFICATIONS

Lisa Randall MA
Contracts Administration Unit
Phone: (650) 821-2012 | Fax: (650) 821-2011

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of cynthia.avakian@flysfso.com
Sent: Friday, May 23, 2014 3:26 PM
To: Cynthia Avakian; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; Lisa Randall; DHR-PSCCoordinator; Richard Isen
Subject: Receipt of Modification Request to PSC # 4101-09/10 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION – AIR has submitted a modification request for a Personal Services Contract (PSC) for \$175,000 for services for the period May 1, 2010 – June 30, 2016. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/2048>

Email sent to the following addresses: L21PSCReview@ifpte21.org Larry.Bradshaw@seiu1021.org joe.tanner@seiu1021.net david.canham@seiu1021.org

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

- 1C. 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 # 4101-09/10

4101-09/10
Initial



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 18, 2010

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4093-09/10 THROUGH 4101-09/10; 4092-09/10 AND 4102-07/08.

At its meeting of March 15, 2010 the Civil Service Commission had for its consideration the above matter.

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) Approve request for proposed personal services contract #4096-09/10 on the condition that the Department of Public Works engage in discussions with SEIU Local 1021. Should SEIU continue to have concerns about the contract, it may be put back on calendar for further discussion and action at the next regular meeting of April 5, 2010. In no case will the approval of the contract be delayed beyond the April 5, 2010 meeting. Notify the offices of the Controller and the Office of Contract Administration.
- (2) Approve request for proposed personal services contract #4097-09/10 on the condition that contact be made with SEIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the Recreation and Parks Department within the following 24 hours addressing their concerns after which the conditions of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration.
- (3) Approve request for proposed personal services contracts on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Jacquie Hale, Department of Public Health
Mary Ng, Department of Human Resources
Shawn Wallace, San Francisco Police Department
Commission File
Chron

POSTING FOR

3/1/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4101-09/10	27	Alrport Commisison	Regular	\$375,000	Provide customer survey data regarding the quality of the Airport's Food and Beverage and Retail Services, Parking, and other facilities and services. The surveys have consistently taken place in May for the past 19 years of at least 1,400 valid respondents to reflect the summer travel season. The preliminary results need to be analyzed and submitted to SFO within 30 days from the last interview. Vendor will produce, execute, and analyze the data and present results and recommendations to SFO.	6/30/2015

391

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 5, 2010 Amended February 9, 2010

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING [])
[] CONTINUING [] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION

TYPE OF SERVICE: Airport Customer Survey

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$375,000 (\$75,000/yr)

PSC DURATION: May 1, 2010 to June 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide customer survey data regarding the quality of the Airport's Food and Beverage and Retail Services, Parking, and other facilities and services. The surveys have consistently taken place in May for the past 19 years of at least 1,400 valid respondents to reflect the summer travel season. The preliminary results need to be analyzed and submitted to SFO within 30 days from the last interview. Vendor will produce, execute, and analyze the data and present results and recommendations to SFO.

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

The Airport is committed to providing customer satisfaction through safe, convenient, and pleasing facilities and services to the flying public. Without this service, there would be an interruption of the year-to-year and benchmark comparison data, the Airport would lose touch with its passenger user base and may suffer a reduction in passenger satisfaction and/or revenues.

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):

This has been done by a contractor since an independent assessment of the Airport's operations is needed.

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at the Airport.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

IFPTE Local 21 Union Name Cynthia P. Avakian Signature of person mailing/faxing form FEB 5 2010 Date
SEIU, Local 1021 Union Name Cynthia P. Avakian Signature of person mailing/faxing form FEB 5 2010 Date

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4101-09/10
STAFF ANALYSIS/RECOMMENDATION:

Approved 3/15/10

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor is required to have a high level of knowledge and expertise in conducting face-to-face interviews, telephone surveys, focus groups, mail-back surveys, and other surveys; the design of questionnaires; sampling design; statistical analyses; interviewing in English, French, Spanish, German, Japanese, Korean, Mandarin, and Cantonese, and other languages as required by the Airport; and furnishing computerized survey data results. The contractor uses their experience in varied, large Airport environments to develop recommendations based on industry successes.

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

1820 Junior Administrative Analyst or 1822 Administrative Analyst may be able to perform a portion of the work.

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:

Civil service classifications are not applicable as the work is intermittent and entails a large number of people for short periods of time.

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

No, since the work is considered seasonal.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes No

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 (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

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? Attached is Airport Commission Resolution #09-0283.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? A RFP for this contact will be issued shortly so the results of the competitive process are not known at this time.

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address

AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 09-0283

REQUEST FOR PROPOSALS FOR CUSTOMER SURVEY MANAGEMENT SERVICES

- WHEREAS, the San Francisco International Airport ("Airport") is committed to providing a superior customer experience through safe, convenient, and pleasing facilities and services for the traveling public and community; and
- WHEREAS, the Airport seeks to contract with a vendor to design and execute an annual survey to measure customer satisfaction with the Airport facilities, services, and initiatives, and conduct extensive survey research of Airport users to obtain data and feedback in order to respond to the Airport's operational needs and services; and
- WHEREAS, the Airport wishes to use this annual survey to establish and ensure the highest quality services and facilities for its customers, tenants, and employees; and
- WHEREAS, the Airport wishes to establish new benchmarks for measuring customer satisfaction, and receive professional recommendations for facility and service improvements, and
- WHEREAS, the terms of the previous customer survey contract have expired and it is appropriate to conduct a search for a new qualified and appropriate survey management company to provide these services to the Airport; now, therefore, be it
- RESOLVED, that this Commission approves issuance of a Request for Proposals (RFP) to conduct an annual customer survey of management services; and be it further
- RESOLVED, that staff returns to the Commission with recommendations for the selection of the proposed consultant.

*I hereby certify that the foregoing resolution was adopted by the Airport Commission
at its meeting of* _____

DEC 15 2009


Secretary

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ARTS COMMISSION Dept. Code: ART

Type of Request: Initial Modification of an existing PSC (PSC # 4010 13/14)

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Design, Fabricate, Transport and Install artworks associated with Capital Improvement projects

Funding Source: Art Enrichment

PSC Original Approved Amount: \$3,000,000

PSC Original Approved Duration: 07/01/2013 - 06/30/2014

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 7/1/2014 - Continuous W

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$3,000,000

PSC Cumulative Duration Proposed: 07/01/2013 - continuous

1. Description of Work

A. Scope of Work:

Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.

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

City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the City client agencies from complying with this ordinance.

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.

Yes. The Civil Service Commission approved contracting for design, fabrication, transportation and installation under PSC 4010 - 13/14

D. Will the contract(s) be renewed? No

2. Union Notification: On 06/05/14, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4010 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/07/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts for design, fabrication, transportation and installation of artworks for each of the Capital Improvement Projects. These artists must have their designs approved by the Arts Commission as required by City Charter.

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:
No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

There is not a civil service classification for fine artists. Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission as being appropriate for the unique requirements of this project.

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

No. Each project is unique and requires different skills as determined by an independent panel. It is in the City's interest to develop a Civic Art Collection that is diverse in style, media and artists represented.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
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? Various Contractors	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/05/14 BY:

Name: Kevin R. Quan Phone: 415-252-4604 Email: Kevin.r.quan@sfgov.org

Address: 25 Van Ness Avenue Suite 345 San Francisco, CA, 94102

San Francisco
Arts Commission

Edwin M. Lee
Mayor

Tom DeCaighy
Director of
Cultural Affairs

Programs:
Civic Art Collection
Civic Design Review
Community Arts & Education
Cultural Equity Grants
Public Art
SFAC Galleries
Street Artist Licensing

25 Van Ness Avenue, Ste. 345
San Francisco, CA 94102
tel 415-252-2590
fax 415-252-2595

artscommission.org
facebook.com/sfartscommission
twitter.com/SFAC



City and County of
San Francisco

MEMO

To: Leorah Dang
Citywide Personal Services Contracts
Dept. of Human Resources
One South Van Ness Ave. 4th Floor
San Francisco, CA 94103

From: Jennifer Lovvorn, Public Art Project Manager
Date: June 5, 2014
Regarding: Explanation regarding PSC Modification Request

Dear Ms. Dang:

Please provide this explanation to the Civil Service Commissioners regarding the request to modify PSC approval 4010-13/14 from "Annual" to "Continuing with no end date."

This modification request is to correct an administrative error that I made on the PSC request form last year. I misunderstood the intent of the "duration" listed on the PSC request form and thought that the duration covered the time period when we would be initiating these contracts, not the duration of the projects themselves. Because our art commissions are multi-year projects, I should have requested a "Continuing" PSC approval with no end date.

So far we have only executed \$71,000 worth of contracts against the approved \$3 million threshold, so we have a lot of money left in this approval.

I understand that a "Continuing" approval with no end date requires annual reporting to the Civil Service Commission on the contracts executed each year. I am happy to comply with this requirement.

Very truly yours,

Jennifer Lovvorn
Public Art Project Manager

Submission Date	Approval Date	PSC#	Amount	Type of Service	Type of Approval/Artist	Duration	PM	Notes
7/1/2013	08/05/13 (Minutes)	4010-13/14	\$3,000,000	Contracts for multiple artist to design, fabricate, transport and consult during installation of artworks in variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14; SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation & Park Department project, PUC South East Community Facility, and various other projects as they arise. The PSC is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.	Annual	07/01/2013-06/30/2014		PSC from minutes 08/05/13
Date	Vendor Name	Resolution #	PM	PSC not to exceed \$M	Contact Encumbered Amount	Amount left in PSC contract	Notes	
1/24/2014	Kelly Ording	0909-13-203	J. Topler	\$3,000,000	18,000.00	\$2,982,000.00		
1/24/2014	Jorge Parob	0909-13-216	J. Topler	DPAR14000163	25,000.00	\$2,957,000.00		1st payment paid through honorarium \$6563.65, only encumbered \$18,046.35 (\$25K contract)
2/7/2014	Anthony Disenza	0106-14-027	J. Topler	DPAR14002197	12,000.00	\$2,945,000.00		
	Robert Minervini	1007-13-242	J. Topler	DPAR14000224	8,000.00	\$2,937,000.00		
	Ranu Mukherjee	1007-13-243	J. Topler	DPAR14000335	8,000.00	\$2,929,000.00		

Additional Attachment(s) of Explanation

◇ Section 1. Description of Work

1B. Explain why this service is necessary and the consequences of denial:

- City Administrative Code Section 3.19

Board of Supervisors in their review of the budget for the current or prior fiscal year.
(Added by Ord. 223-97, App. 6/6/97)

SEC. 3.19. APPROPRIATION FOR ART ENRICHMENT OF PROPOSED PUBLIC BUILDINGS, ABOVEGROUND STRUCTURES, PARKS AND TRANSPORTATION IMPROVEMENT PROJECTS. (a) **Art Enrichment Allocation.** Before proposing a bond issue or making a request for an appropriation for the construction of any of the projects set forth in Subsection (c) below, the officer, board or commission concerned shall add thereto for the art enrichment of the proposed construction, two percent of the gross estimated construction cost, exclusive of the items proposed for such art enrichment. Where funding eligibility is limited by law or funding agency rules, the art enrichment allocation shall be based upon two percent of eligible construction costs.

If the officer, board or commission concerned determines that two percent of the gross estimated construction cost is inappropriate for art enrichment, such officer, board or commission shall submit its recommendation regarding the art enrichment budget and the basis for its determination to the Arts Commission for the Arts Commission's review. If the officer, board or commission concerned is unable to resolve the matter with the Arts Commission, the matter shall be submitted to the Mayor by the Arts Commission for final determination within 60 days from the date the recommendation is made.

Failure of the Arts Commission to submit the matter to the Mayor for resolution within such time shall be deemed equivalent to the Arts Commission's acceptance of the recommendation made by the officer, board or commission concerned.

(b) **Definitions.** For purposes of this Section:

(1) "Alteration" of a building, aboveground structure, or transportation improvement project shall include substantial changes to elements such as walls, partitions, or ceilings on $\frac{2}{3}$ or more of the total floor space, excluding basements. "Substantial changes" shall include additions to, removal of, and modification of such elements.

(2) "Construction cost" shall mean the total estimated construction contract award amount, including the costs of all built-in fixtures, unless otherwise agreed to by the Arts Commission. "Construction cost" shall not include movable or personal property or construction cost contingency.

(3) "Transportation improvement project" refers to Municipal Railway and Department of Public Works projects which include both aboveground and belowground transportation-related projects; new boarding ramps; new transit platforms; new terminals and transportation systems with their attendant passenger amenities, such as shelters, seating, lighting, landscaping, and signage; new transportation-related structures such as maintenance and operating facilities; power substations; and street/highway-related transit improvements such as bridges and overpasses.

(c) **Application.** This Section shall apply to the construction or alteration of the following: (1) a building; (2) an aboveground structure; (3) a new park; or (4) a transportation improvement project.

The requirements of this Section shall also apply to the alteration of a building, aboveground structure, or transportation improvement project.

(d) **Exemptions.** The following shall be exempt from the requirements of this Section: (1) Transportation improvement projects limited to rail replacement, rehabili-

tation or extension of catenary wiring; sidewalk (including curbs and gutters), street paving, repair or improvements; or transit vehicle purchases;

(2) All mechanical, plumbing and electrical system upgrades, structural or seismic upgrades, and modifications for disabled access, unless occurring in conjunction with alteration of a building, an aboveground structure or transportation improvement project;

(3) All park and landscape renovation projects including, but not limited to court resurfacing; landscape renovation or replanting; sewer and water lines; drainage and irrigation systems; wells; erosion control; restrooms; repaving; new paving; stairway repair or replacement; utilities; community gardens; modifications for disabled access; signage; lighting; fence replacement or repair; replacement or repair of existing play structures; natural areas management; modifications to existing parks; and new land-uses within existing parks;

(4) Annual CIP funded capital improvements for security/life safety and health deficiencies when not occurring in conjunction with alteration of existing public buildings, aboveground structures, parks and transportation projects which are supported by the General Fund;

(5) Aboveground pipelines and their supports, such as trestles, anchor blocks and saddles; valve lots; power transmission lines and towers; switchyards and substations; and dwellings in watershed areas;

(6) Airfields and Airports Commission equipment;

(7) Airports Commission signage when not occurring in conjunction with a larger construction contract subject to this Section.

(c) **Administrative Fees.** The Arts Commission shall supervise and control the expenditure of all funds appropriated for art enrichment and shall allocate up to 20 percent of said funds for all necessary and reasonable administrative costs incurred in connection therewith, unless the Arts Commission agrees to a lesser amount on projects with art enrichment budgets in excess of \$750,000, or unless such administrative fee is limited or prohibited by the funding source.

(f) **Aggregation of Funds.** When mutually agreed upon by the Arts Commission and the City department from whose capital project the art enrichment allocation was obtained, and where permitted by the funding source, the Arts Commission shall have the authority to aggregate art enrichment funds for use at a more publicly accessible facility under the jurisdiction of the participating City department.

(g) **Maintenance and Conservation Funds.** When permitted by the funding source, the Arts Commission may set aside and expend up to five percent of the total art enrichment allocation for each project for maintenance and conservation purposes. Funds set aside pursuant to this Section shall be invested in an interest-bearing account when the total of such funds set aside exceeds \$10,000.

(h) **Miscellaneous Provisions.**

(1) When a client department suggests a mitigation measure to address any perceived safety concerns relative to any element of the art enrichment, the Arts Commission shall work with the client department to ensure that such mitigation is implemented to the satisfaction of the client, the Arts Commission and the artist, if such safety concern is raised by the client department within 30 days after the element has been presented for review to the client department.

(2) If a City department can sufficiently demonstrate to the Arts Commission that a project is not appropriate for public access, the Arts Commission shall waive

the art enrichment allocation for such project provided that the art enrichment funding cannot be aggregated for use at a more publicly accessible facility under the jurisdiction of the participating City department.

(3) Construction and installation of art enrichment shall comply with the requirements of all applicable building codes, laws, ordinances, rules and regulations.

(4) Nothing in this Section contained shall be construed to limit or abridge the legal powers of the governing boards of the War Memorial, the Fine Arts Museums, the Asian Art Museum or the Port of San Francisco.

(5) Nothing in this Section shall be construed to limit or abridge the jurisdiction of the officer, board or commission of the participating City department to supervise and control the expenditure of project funds other than the two percent allocation for art enrichment.

(6) This amendment shall not be applied retroactively to projects for which an art enrichment allocation previously would not have been required, nor to those projects for which project funding has been approved either by prior voter action or by airport revenue bond sales, but not yet appropriated or expended. Nor shall this ordinance be construed to allow for an increase in the total art enrichment allocation for a project that is already underway or for which the art enrichment allocation has already been established. (Added by Ord. 223-97, App. 6/6/97)

SEC. 3.20. CAPITAL IMPROVEMENT ADVISORY COMMITTEE.
Formation. There is hereby created a Capital Improvement Advisory Committee (CIAC) consisting of the Mayor's Finance Director as Chair, President of the Board of Supervisors, City Administrator, Controller, Director of Public Works, Director of the Planning Department or their designees and two individuals chosen by the Chair of the CIAC to serve two-year terms. The CIAC shall review and advise the Mayor's Finance Office on all capital improvement projects and long-term financing proposals. The CIAC shall have the duty and the power to establish rules and regulations for the conduct of its affairs and for the procedures to be followed by the several boards, agencies, commissions and departments submitting information to the CIAC. The CIAC shall have such powers as may be necessary to enable it to fulfill its functions. (Added by Ord. 223-97, App. 6/6/97; amended by Ord. 55-98, App. 2/20/98)

SEC. 3.21. SUBMITTAL OF CAPITAL IMPROVEMENT PROJECTS.
 All departments, boards, agencies and commissions shall submit all capital improvement projects to the CIAC for review. The CIAC is an advisory body to the Mayor and the Board of Supervisors. However, no funds shall be appropriated until the CIAC completes its review of the proposal and submits its recommendation to the Mayor's Office. For matters related to the CIAC, "capital improvement" shall mean any public capital improvement or facilities maintenance project proposed with an estimated cost in excess of \$25,000 and regardless of funding source. (Added by Ord. 223-97, App. 6/6/97)

SEC. 3.22. SUBMITTAL OF LONG-TERM FINANCING PROPOSALS.
 All departments, boards, agencies and commissions shall submit all long-term financing proposals for capital improvements to the CIAC for review. The Board of Supervisors shall not place on the ballot, or authorize the issuance of any long-term financing until the CIAC completes its review of the proposal and submits its

Receipt of Union Notification(s)
◆ All Unions

Taleporos, Zoe (ART)

From: dhr-psccordinator@sfgov.org
Sent: Thursday, June 05, 2014 4:47 PM
To: Quan, Kevin (ART); xiumin.li@seiu1021.org; Poon, SinYee (HSA); smcgarry@nccrc.org; rrmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Taleporos, Zoe (ART); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4010 13/14 - MODIFICATIONS
Follow Up Flag: Follow up
Flag Status: Flagged

PSC RECEIPT of Modification notification sent to Unions and DHR

The ARTS COMMISSION – ART has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 2014 – December 31, 2017. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

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

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

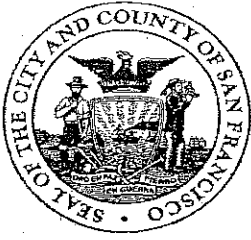
Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

**1C. 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 # 4010-13/14

4010-13/14
Initial



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES Regular Meeting August 5, 2013

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

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

CALL TO ORDER

2:02 p.m.

ROLL CALL

President Scott R. Helfond	Present (Missed items #17, 19-21)
Vice President E. Dennis Normandy	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Gina Rocanova	Present

President Scott R. Helfond presided. Vice President E. Dennis Normandy presided items #17, 19-21.

President Helfond welcomed Commissioner Douglas Chan and Commissioner Gina Rocanova to the Civil Service Commission.

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 July 15, 2013

Action: Adopted. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

Other announcements None.

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

None.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

**0208-13-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4009-13/14	Sheriff	\$56,875	Implementation of Compass software, including 8 hours of consulting services to customize software to meet the needs of the San Francisco Sheriff's Department (SFSD), installation and testing of Compass software, 14.5 hours spent training staff to use the risk/needs assessment module, and post installation software support.	Regular	1/1/14
4010-13/14	Arts Commission	\$3,000,000	Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.	Regular	6/30/14
4011-13/14	Public Works	\$2,000,000	Consultants will perform a full range of highly specialized environmental services in conformance with the provisions of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for the Better Market Street (BMS) Project, a project to improve pedestrian, transit, bicycle, and vehicular mode circulation, and activate the street by adding street life zones between Octavia Blvd and the Embarcadero (and possibly Mission Street between S. Van Ness Avenue to the Embarcadero). It is expected that a joint Environmental Impact Report (EIR)/Environmental Impact Statement (EIS) will be required. Consultants will conduct aesthetics/visual, air quality, biological resources, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support that analysis.	Regular	12/31/19

Civil Service Commission Meeting Minutes

Regular Meeting of August 5, 2013

4081-09/10	Ethics Commission	Current Approved Amount \$270,000 Increase Amount Requested \$687,000 New Total Amount Requested \$957,000	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, statements of economic interests, sunshine declarations, 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. FPPC approval is required for filing systems that submit electronic FPPC Statement of Economic Interests. 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 on-line public disclosure. This system must be hosted by the vendor's server infrastructure.	Modification	9/30/18
4009-11/12	Airport Commission	Current Approved Amount \$4,500,000 Increase Amount Requested 4,000,000 New Total Amount Requested \$8,500,000	Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project. The CM team will manage the construction of the building expansion and remodel, expansion and activation of TSA's passenger security checkpoint through a Construction Phasing Plan to reduce the interruptions to operations. Activation and simulation of frontal gates, terminal systems and checkpoint.	Modification	8/1/16
4092-10/11	Public Utilities Commission	Current Approved Amount \$1,500,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$3,500,000	Provide emergency technical support 24-hours a day, maintenance and remote monitoring of the DCS software and hardware modules, software patches and upgrades, and phased equipment upgrades at the Southeast and Oceanside Plants. It also establishes a procedure to keep Wastewater Enterprise (WWE) systems up-to-date which will allow WWE to effectively manage the wastewater treatment systems. This modification is being requested to permit the City to negotiate a new contract that will extend the maintenance and phased upgrade services.	Modification	10/1/18
4200-06/07	Public Utilities Commission	Current Approved Amount \$4,000,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$8,000,000	Provide complete technical Security System Design, Integration, Estimates, and Construction Management Services for the SFPUC's security and for the Capital Improvement and Repair and Readiness Programs.	Modification	11/1/16
4005-11/12	Municipal Transportation Agency	Current Approved Amount \$6,000,000 Increase Amount Requested \$0 New Total Amount Requested \$6,000,000	The scope of this project to furnish and install video surveillance systems on 358 buses, plus an option on up to 613 additional vehicle, including but not limited to cameras, digital video recorders (DVR's), WI-FI networks on three bus yards complete with servers, computers and software interface package that will enable SFMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the internet. The new system will replace the existing cameras and DVR's. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all wayside equipment in the yards. The Contractor shall provide training to all designated SMTA personnel in the proper use, operation and maintenance of the new video surveillance system.	Modification	8/14/16
4095-08/09	Public Works	Current Approved Amount 17,640,598 Increase Amount Requested \$3,320,600 New Total Amount Requested \$20,961,198	The A/E Team shall deliver architectural and engineering planning, design, and construction support services for the complete, new, \$168.5M Public Safety Building. The A/E Team shall be primarily for the core and shell. The Executive Architect shall integrate the work of the A/E Team with City A/E Staff, who, to the extent they are available, shall be responsible for planning, design, and construction support services for interior tenant improvements and landscape architecture.	Modification	11/30/15

0208-13-8 (continued)

Speakers: Jennifer Lovvorn and Susan Pontious, Arts Commission spoke on PSC #4010-13/14.
Johanna Wong and David Scott, Public Utilities Commission spoke on PSC# 4200-06/07.

Action: 1) PSC #4010-13/14 approved with the condition that section 4A is amended and submitted to the Department of Human Resources and the Civil Service Commission.
2) Adopted the report; Approved the remaining proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0207-13-3 Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or more in the State of California. (Item No. 8)

Speakers: None.

Action: Adopted the report; Transmit Rate to the Retirement System in Accordance with Charter Section A8.590-1- A.590-7; Provide Report to the Board of Supervisors. (Vote of 5 to 0)

0210-13-1 Bi-Annual Summary of Future Employment Restriction Placed by the Municipal Transportation Agency. (Item No. 9)

Speakers: None.

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

0211-13-2 Request to Grant Permanent Civil Service Status to Theresa D. Ray and Ann E. Murthil, Temporary Civil Service in Class 2910 Social Worker at the Human Services Agency upon Completion of the Applicable Probationary Period. (Item No. 10)

Speakers: Theresa D. Ray, Employee

Action: Adopted the report. Grant Permanent Civil Service Status to Theresa D. Ray and Ann E. Murthil effective the date of their status grant, following the completion of the requisite probationary period. (Vote of 5 to 0)

0212-13-8 Request to Grant Permanent Civil Service Status to Licinia McMorrow, Temporary Civil Service 1824 Principal Administrative Analyst at the Municipal Transportation Agency Upon Completion of the Applicable Probationary Period. (Item No. 11)

Speakers: Derek Kim, Municipal Transportation Agency

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

0160-13-6 Appeal By Keith Baraka of the Human Resources Director's Determination that his Allegations were Insufficient to Raise Inferences of Harassment/ Hostile Work Environment Based on Race and Sexual Orientation or Retaliation. (Item No. 12)

July 1, 2013 Postponed to the meeting of August 5, 2013 at the request of Mr. Baraka.

Speakers: Matthew Valdez, Department of Human Resources
Jesusa Bushong, San Francisco Fire Department
Keith Baraka, Appellant

Action: Adopted the report. Uphold the Human Resources Director's decision to deny the appeal of Mr. Keith Baraka. (Vote of 5 to 0)

Note: *Commissioner Roccanova disclosed that when she worked at the City Attorney's Office and represented the San Francisco Fire Department she handled a disciplinary matter which involved Mr. Baraka as an employee on the other side. She did not believe it was necessary grounds for recusal but wanted to make the disclosure.*

0209-13-8 Progress Report From the General Services Agency and Office of Labor Standards Enforcement regarding PSC # 4057-12-13. (Item No. 13)

Speakers: Donna Levitt, Office of Labor Standards
Ging Louie, IFPTE Local 21

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

CLOSED SESSION AGENDA

Public comment on all matters pertaining to Items #14 through #18. (Item No. 14)

None.

Vote on whether to hold agenda Item #17 in Closed Session—Action Item. (Item No. 15) Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b) ; Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

Speakers: None.

Action: The Commission voted to conduct Item #17 in Closed Session. (Vote of 5 to 0)

Vote on whether to hold agenda item #18 in Closed Session – Action Item. Basis for Closed Session: – Personnel Matter (Gov. Code § 54957(b)(1), Admin Code § 67.10(b) (Item No. 16)

Speakers: None.

Action: The Commission voted to conduct Item #18 in Closed Session. (Vote of 5 to 0)

The Closed Session started at 3:12 p.m. in City Hall, Room 400.

- 0213-13-7 Closed Session – Request to lift the waiver on Future Employment Restrictions of a Former Peace Officer with a City and County of San Francisco Department. (Item No. 17)**

The following individuals were present for Item # 17:

E. Dennis Normandy, Vice President, Civil Service Commission
Gina Roccanova, Commissioner, Civil Service Commission
Kate Favetti, Commissioner, Civil Service Commission
Douglas Chan, Commissioner, Civil Service Commission
Sallie Gibson, City Attorney's Office
Sandra Eng, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Jennifer Maglalang, Civil Service Commission
Dave Johnson, Department of Human Resources
Ashley Worsham, San Francisco Police Department
Tim Oberzeir, San Francisco Police Department
Mike Hinckley, Attorney
Appellant

- 0154-13-4 Appeal by Karina Ghor of her Background Disqualification for the 1044 IS Engineer Principal Position with the San Francisco Police Department. (Item No. 18)**

The following individuals were present for Item #18:

Scott Helfond, President, Civil Service Commission
E. Dennis Normandy, Vice President, Civil Service Commission
Gina Roccanova, Commissioner, Civil Service Commission
Kate Favetti, Commissioner, Civil Service Commission
Douglas Chan, Commissioner, Civil Service Commission
Sallie Gibson, City Attorney's Office
Sandra Eng, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Jennifer Maglalang, Civil Service Commission
Andy Mazzanil, San Francisco Police Department
Walter Ware, San Francisco Police Department
Gary Barner, San Francisco Police Department
Nelson Darb, Counsel for Appellant
Karina Ghor, Appellant

Closed Session ended at 4:22 p.m.; the Civil Service Commission reconvened in Open Session at 4:23 p.m. (Item No. 19)

- a) **Vote to elect whether to disclose any or all discussions held on Item #17 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

Speakers: None.

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

- b) **Vote to elect whether to disclose any or all discussions held on Item #18 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

Speakers: None.

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

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20)

Commissioner Favetti requested a report from the San Francisco Fire Department on how the department forms employee groups to conduct a comprehensive outreach through the community and a report on how employees in the department are informed about the Americans with Disabilities Act (ADA) and ADA procedures.

ADJOURNMENT (Item No. 21)

4:22 p.m.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 1, 2013

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

TYPE OF APPROVAL: [] EXPEDITED [] REGULAR (OMIT POSTING) [] CONTINUING [X] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Design, Fabricate, Transport and Install artworks in association with various Capital Improvement Projects City-wide

FUNDING SOURCE: Art Enrichment Funds (Construction Bond Funding)

PSC AMOUNT: \$3,000,000 PSC DURATION: 7/1/2013 to 6/30/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.

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

City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the City client agencies from complying with this ordinance.

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 Civil Service Commission recently approved contracting for design, fabrication, transportation and installation under PSC 4104-10/11 and 4022-12/13.

D. Will the contract(s) be renewed: No.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 1021 Union Name Signature of person mailing/faxing form Date 7.2.13
Local 21 Union Name Signature of person mailing/faxing form Date 7.2.13

RFP sent to NA, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts for design, fabrication, transportation and installation of artworks for each of the Capital Improvement Projects. These artists must have their designs approved by the Arts Commission as required by City Charter.

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

None. Artists and Fine Art Fabricators are not a Civil Service Classification.

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:

There is not a civil service classification for fine artists. Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission as being appropriate for the unique requirements of this project.

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

No. Each project is unique and requires different skills as determined by an independent panel. It is in the City's interest to develop a Civic Art Collection that is diverse in style, media and artists represented.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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- 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.

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"/>
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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"/>
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F. Will the proposed work be completed by a contractor that has a current personal services 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:


Signature of Departmental Personal Services Contract Coordinator

Rebekah Kreil

252-4665

Print or Type Name

Telephone Number

25 Van Ness Ave, Suite 345

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 4030-10/11)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Pre-Employment Background Investigations

Funding Source: General Fund

PSC Original Approved Amount: \$250,000

PSC Original Approved Duration: 11/01/10 - 10/31/14 (4 years)

PSC Mod#1 Amount: \$225,000

PSC Mod#1 Duration: 11/01/14-10/31/17 (3 years 1 day)

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$475,000

PSC Cumulative Duration Proposed: 7 years 1 day

1. Description of Work

A. Scope of Work:

The contractor will provide background investigation services for the San Francisco Police Department (SFPD). The contractor will investigate records from the criminal justice system, credit reporting agencies, and Department of Motor Vehicles, and contact employers and references.

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

This service is necessary to support the civilian hiring process of the Police Department. We must continue to hire civilians and have services covered during peak hiring cycles. This service will also be used for special background investigations that would not be appropriate for internal staff to conduct, such as investigations of command staff positions. If denied, the Police Department could possibly fall below mandated minimum staffing levels.

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.

Yes, PSC 4030-10/11

D. Will the contract(s) be renewed? Request for Proposal will be conducted.

2. Union Notification: On 05/21/14, the Department notified the following employee organizations of this PSC/RFP request: SFPOA - Q2-Q50 (June 13, 2014) * All unions were notified (5/21/2014) MW

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4030-10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/07/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractor must have a staff of licensed private investigators certified by the California Police Officer Standards and Training Division in order to investigate records from the criminal justice system, credit reporting agencies, and the Department of Motor Vehicles.

B. Which, if any, civil service class(es) normally perform(s) this work?

Q002,Q050,0380,

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:

This service will be used on an as-needed basis depending on civilian hiring needs within the SFPD.

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

No. This service will be used on an as-needed basis depending on civilian hiring needs within the SFPD.

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

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, current contract has option to renew for 3 years. YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 05/21/14 BY:

Name: Genie Wong Phone: (415) 553-1736 Email: Genie.Wong@sfgov.org

Address: 850 Bryant Street, #511 San Francisco, CA 94103

Receipt of Union Notification(s)
◆ All Unions

Dang, Leorah (HRD)

From: Genie.Wong@sfgov.org
Sent: Friday, June 13, 2014 1:30 PM
To: Marty@sfpoa.org
Cc: DHR-PSCCoordinator, DHR (HRD)
Subject: Contract Renewal for Pre-Employment Background Investigations
Attachments: Initial PSC1.pdf

Hi Marty:

The SFPD is renewing a contract for Pre-Employment Background Investigations. I sent the POA a union notification through the Department of Human Resources (DHR) database, but because the POA has not set up a user profile in the database, an email was not generated and sent to you. Attached is the document on the database that I need to send you. Please let me know if you have concerns of the SFPD contracting out for these services within 7 days. This contract renewal is on the Civil Service Commission agenda on July 7, 2014.

If you do not have access to the DHR's PSC database or need help with setting up your user account, please contact Leorah Dang at DHR-PSCCoordinator@sfgov.org or 5547-4852. Thank you.

Regards,

Genie Wong
Senior Administrative Analyst
Fiscal Division
San Francisco Police Department
850 Bryant Street, #511
San Francisco, CA 94103
(415) 553-1736
Genie.Wong@sfgov.org

Dang, Leorah (HRD)

From: dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
Sent: Wednesday, May 21, 2014 1:50 PM
To: Genie.Wong@sfgov.org; 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; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Genie.Wong@sfgov.org; DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4030-10/11 - 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 \$225,000 for services for the period November 1, 2014 -- October 31, 2017. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/2087>

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.

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

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4158-09/10)

Type of Approval: [] Expedited [x] Regular ([] Omit Posting)

Type of Service: Licensed phlebotomists at Behavioral Health Clinics

Funding Source: General Fund
PSC Original Approved Amount: \$84,000 PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)
PSC Mod#1 Amount: \$140,000 PSC Mod#1 Duration: 07/01/15-06/30/19 (4 years 1 day)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$224,000 PSC Cumulative Duration Proposed: 9 years 1 day

1. Description of Work

A. Scope of Work:

Contractor will provide phlebotomy services during the phlebotomy service schedule at Behavioral Health Clinics and laboratory specimen courier services when necessary.

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

Current phlebotomy service schedule is 1 to 1.5 hours per week at six (6) Behavioral Health Clinics for Behavioral Health Service clients who are seriously mentally ill and/or in treatment for substance abuse addiction. Previously, the services were provided in conjunction with laboratory contract provider, which discontinued providing phlebotomy services. Denial of the phlebotomy service will result in adverse patient care, reduce ability to fulfill DPH missions, and negative financial revenue impacts to the community services.

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.

4158-09/10

D. Will the contract(s) be renewed? Yes, if the funding is available.

2. Union Notification: On 05/22/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4158-09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/07/2014

72

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractor must have personnel who possess a current valid phlebotomist certification issued by the State. Contractor is also required to have San Francisco Limited Quality Hauling Exemption Permit for transportation of specimens.

B. Which, if any, civil service class(es) normally perform(s) this work?
2430,

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 service is 1 to 1.5 per day during phlebotomy schedule at Behavioral Health Clinics, and the hours will be significantly less than a full time position.

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

No. The volume of work provided for this service does not warrant the creation of new civil service class.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
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? Arcadia Staff Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/22/14 BY:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 307 San Francisco, CA 94102

Receipt of Union Notification(s)
◆ Local 1021

From: dhr-psccordinator@sfgov.org on behalf of jacque.hale@sfdph.org
To: [Hale, Jacquie \(DPH\); david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org](mailto:Hale, Jacquie (DPH); david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org);
[Hale, Jacquie \(DPH\); DHR-PSCCoordinator, DHR \(HRD\); Isen, Richard \(TIS\)](mailto:Hale, Jacquie (DPH); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS))
Subject: Receipt of Modification Request to PSC # 4158-09/10 - MODIFICATIONS
Date: Thursday, May 22, 2014 10:17:52 AM

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 \$140,000 for services for the period July 1, 2015 – June 30, 2019. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/1737>

Email sent to the following addresses: Larry.Bradshaw@seiu1021.org
joe.tanner@seiu1021.net david.canham@seiu1021.org

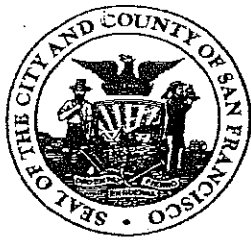
Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

- 1C. 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 # 4158-09/10

4158-09/10
Initial



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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.*

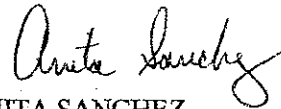
It was the decision of the Commission to:

- (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
4155-09/10	81	Public Health	Regular	\$42,988,294	Contractor and partner agencies will work together to provide supportive housing services to homeless adults and transitional age youths with serious mental illness in San Francisco. The housing support services will include comprehensive on-site mental health prevention, primary care, and rehabilitative treatment services to reduce chronic homelessness in San Francisco.	6/30/2015
4156-09/10	81	Public Health	Regular	\$57,351,750	Contractors will provide community based mental health and substance abuse prevention and treatment, primary care and life enhancement programs for adults and transition age youths who are homeless or face mental health and substance abuse issues and their families in San Francisco. The programs will include mental health emergency crisis/vocational and rehabilitation services, peer and intern employment, peer-based wellness and recovery services, substance abuse education and training/HIV intervention/primary prevention, secondary prevention and ancillary services, short-term intensive care management-hospital discharge services.	6/30/2015
4157-09/10	81	Public Health	Regular	\$17,360,000	Contractors will provide San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH), DPH's Primary Care clinics and Health At Home program a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements.	6/30/2015
4158-09/10	81	Public Health	Regular	\$84,000	Contractor will provide phlebotomy services during the phlebotomy service schedule at Behavioral Health Clinics and laboratory specimen courier services when necessary.	6/30/2015
4159-09/10	81	Public Health	Regular	\$150,000	Contractor will provide comprehensive vision care services including preventive eye exams, eye care services and diagnostic referrals for patients at the DPH's Southeast Health Center once a week during the operation hour from 8 am to 5 pm.	6/30/2015

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 27, 2010 rev. May 17, 2010

DEPARTMENT NAME: Department of Public Health

DEPARTMENT NUMBER 81 & 82

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Licensed phlebotomists at Behavioral Health Clinics

FUNDING SOURCE: General Fund - Community Behavioral Health, Pharmacy Administrative Services

PSC AMOUNT: \$84,000 total, \$16,800/year PSC DURATION: 7/1/2010 - 6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contractor will provide phlebotomy services during the phlebotomy service schedule at Behavioral Health Clinics and laboratory specimen courier services when necessary.

B. Explain why this service is necessary and the consequences of denial: Current phlebotomy service schedule is 1 to 1.5 hours per week at six (6) Behavioral Health Clinics for Behavioral Health Service clients who are seriously mentally ill and/or in treatment for substance abuse addiction. Previously, the services were provided in conjunction with laboratory contract provider, which discontinued providing phlebotomy services. Denial of the phlebotomy service will result in adverse patient care, reduce ability to fulfill DPH missions, and negative financial/revenue impacts to the community services.

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): This is a new service.

D. Will the contract(s) be renewed: Yes, if the funding is available.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

X SEIU Local 1021 IFPTE Local 21 Union Name Signature of person mailing/faxing form Date April 30, 2010

Union Name Signature of person mailing/faxing form Date

RFP sent to SEIU Local 1021 IFPTE Local 21 Union Name on May 20, 2009 Date Yoshimi Saito Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

C# 4158-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: approved June 21, 2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have personnel who possess a current valid phlebotomist certification issued by the State. Contractor is also required to have San Francisco Limited Quality Hauling Exemption Permit for transportation of specimens.

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

No Phlebotomist position in civil service class.

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 service is 1 to 1.5 per day during phlebotomy schedule at Behavioral Health Clinics, and the hours will be significantly less than a full time position.

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

No. The volume of work provided for this service does not warrant the creation of new civil service class.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.	<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 personal services contract with your department?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

Print or Type Name

(415) 554-2609

Telephone Number

101 Grove Street, Room 307, San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4002 12/13)

Type of Approval: [] Expedited [x] Regular [] Omit Posting

Type of Service: Hetch Hetchy Power Regulatory Requirements (CS-245)

Funding Source: Hetch Hetchy Programmatic Funds

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 07/02/12 - 06/30/17 (4 years 52 w
PSC Mod#1 Amount: \$2,000,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$3,500,000 PSC Cumulative Duration Proposed: 4 years 52 weeks

1. Description of Work

A. Scope of Work:

Perform and assist Hetch Hetchy Water and Power (HHWP) with all business processes, design standards preparation and/or review of HHWP designs as they relate to Western Electricity Coordinating Council (WECC) and the North American Electric Reliability Corporation (NERC) power regulatory requirements CIP (Critical Infrastructure Protection) and COM (communication) requirements.

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

Financial penalties levied by WECC/NERC in the amount of \$10,000 to \$1,000,000 per day as it relates to CIP and COM requirements.

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 are currently provided by PSC No. 4002-12/13 (CS-245).

D. Will the contract(s) be renewed? No.

2. Union Notification: On 05/12/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4002 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/07/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Previous experience in design of communication and structures that meet NERC regulatory CIP requirements.
Previous experience in developing process and procedures that meet NERC regulatory CIP requirements.

B. Which, if any, civil service class(es) normally perform(s) this work?
5241,1043,

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:

Expertise in developing process and procedures and design or design review of cyber assets that meet WECC/NERC critical infrastructure protection requirements. This expertise is being developed in the San Francisco Public Utilities Commission.

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

No, civil service classed already exists. This consultant will work with IT (SF and Moccasin) to develop the framework for process/procedures and design to meet regulatory requirements until this expertise can be developed in-house.

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?

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? Yes, by Grid Subject Matter Experts.

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/12/14 BY:

Name: Stacey Lo Phone: 415-554-1860 Email: SLo@sfwater.org

Address: Stacey Lo San Francisco, CA

PSC No. 4002-12/13 Mod 1

5B. Will the contractor train City and County employee?

The answer to this question was Yes in the Initial PSC but changed to No in this Modification 1 because the original intent was that we would hire staff and the consultant would help train them. However, we are no longer adding staff, so the consultant will perform the function. Therefore our staff is no longer being trained by the consultant.

Receipt of Union Notification(s)
◆ Local 21

Lo, Stacey

From: dhr-psccordinator@sfgov.org on behalf of SLo@sfgwater.org
Sent: Monday, May 12, 2014 3:13 PM
To: Lo, Stacey; L21PSCReview@ifpte21.org; Lo, Stacey; DHR-PSCCoordinator, DHR; Isen, Richard
Subject: Receipt of a REGULAR Modification Request to PSC # 4002 12/13 - MODIFICATIONS

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 \$2,000,000 for services for the period July 2, 2012 – June 30, 2017. For Regular/Annual/Continual Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/2010>

Email sent to the following addresses: L21PSCReview@ifpte21.org

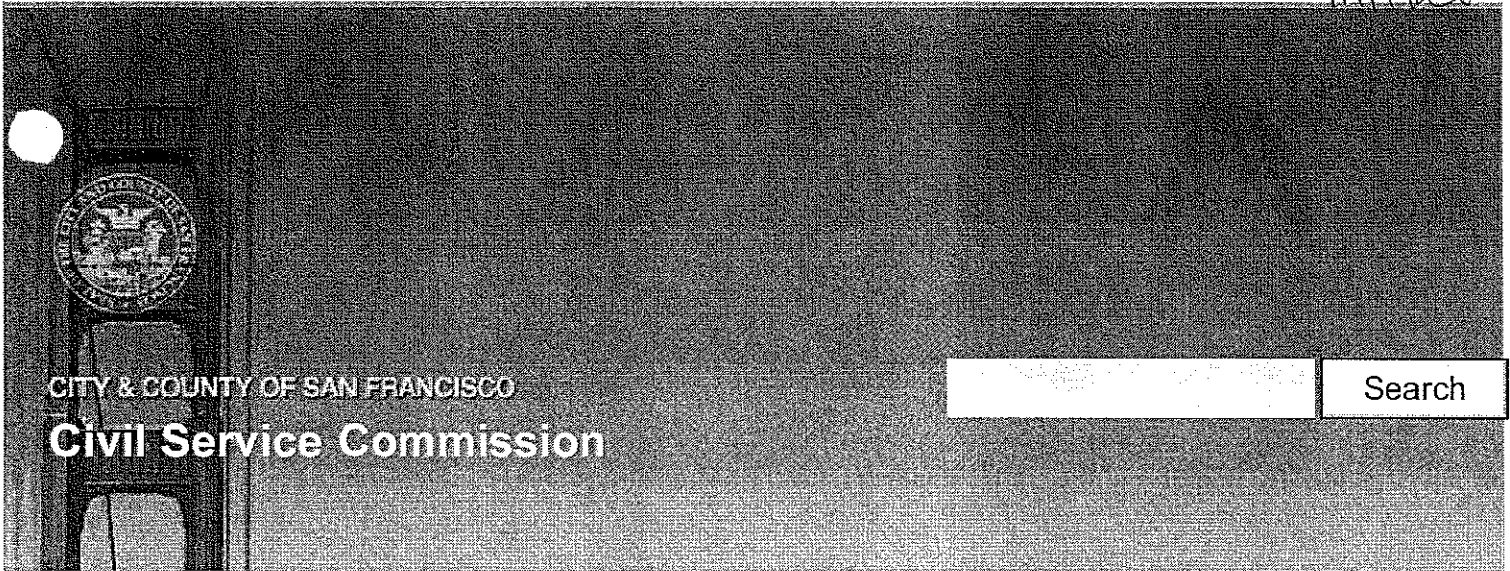
Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

- 1C. 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 # 4002-12/13

4002-12/13
initial



[Home](#) » [July 02, 2012 Regular Meeting](#)



July 02, 2012 Regular Meeting

Civil Service Commission - July 2, 2012

STAY CONNECTED



MINUTES

Regular Meeting

88

July 2, 2012

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 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

None.

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APPROVAL OF MINUTES

Regular Meeting of June 18, 2012

Action: Adopted. (Vote of 4 to 0)

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

The Human Resources Director questioned when Peace Officer appeals will be heard.

Sandra Eng, Acting Executive Officer explained the internal procedures for processing Peace Officer appeals are being reviewed by the City Attorney. The hearings will be in Closed Session unless the appellant submits a confidentiality waiver form. If other peace officers are mentioned in the appeal, they will also have the option to waive confidentiality. Otherwise, all of the appeals will be in Closed Session.

President Favetti requested that the City Attorney's opinion regarding Peace Officer hearings be redistributed to all concerned as a refresher.

EXECUTIVE OFFICER'S REPORT

Report of Inspection Service Requested by the Commission
regarding the Rating of Applicants and Establishment of the
0262-12-11 Eligible List for Class 1944 Materials Coordinator (Position-Based

Testing) at the Department of Public Health (DPH) – San Francisco General Hospital (SFGH). (Item No. 6)

Speakers: Luz Morganti, Civil Service Commission
 John Kraus, Department of Human Resources

Action: Accepted the report and amended to request that the Human Resources Director review the hiring process and the policy on verification and provide training within the departments.
 (Vote of 4 to 0)

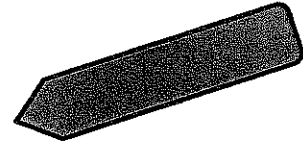
0263-12-8 Review of request for approval of proposed personal services contract.
 (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
			SFO requires a Contractor to provide services to install operating system upgrade and MDI Access Control System application upgrade new servers, database client licenses, and deploy the new system to production. This system provides SFO with its ID card access and alarm application, with several Airport security systems. The Access Control System contains proprietary software and hardware components custom designed by MDI. Support and parts for		

4000-12/13	Airport Commission	\$300,000	<p>the MDI Access Control System is only available via authorized dealers who are required to have staff certified in the version of software they are supporting. This project will result in virtualizing the servers for the application, database and reporting. The Contractor will provide MDI support for the following: 1) Custom application programming logic; 2) Proprietary communication software components; 3) Proprietary software interfaces to the computer aided dispatch system; and 4) Custom database implementation.</p>	Regular	06/30/17
4001-12/13	Public Health	\$65,000	<p>This contract will provide access to a proprietary, web-based software application to enable DPH to maximize State reimbursement for DPH's administration of the Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) programs. In 2012-13 new State requirements will take effect which will expand the annual staff time surbey required by the State, to ensure as much administrative time as possible is claimed for</p>	Regular	06/30/15

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			reimbursement.		
4002-12/13	Public Utilities Commission	\$1,500,000	Perform and assist Hetch Hetchy Water and Power (HHWP) with all business processes, design standards preparation and/or review of HHWP designs as they relate to Western Electricity Coordinating Council (WECC) and the North American Electric Reliability Corporation (NERC) power regulatory requirements CIP (critical infrastructure protection) and COM (communication) requirements.	Regular	06/30/17
4003-12/13	Public Utilities Commission	\$2,000,000	Assist Hetch Hetchy Water and Power (HHWP) with all business processes and engineering studies required to support Transmission Owner (TO), Transmission Operator (TOP), Planning Authority (PA), Transmission Planner (TP) and/or other registrations as identified by the North American Electric Reliability Corporation (NERC) and the Western Electricity Coordinating Council (WECC).	Regular	06/30/17
			The International Strategic Marketing Alliance was established in 1998 to increase international flight activity to SFO.		



4130-08/09	Airport Commission	<p>Increase Amount \$3,500,000</p> <p>New Amount \$9,500,000</p>	<p>The Airport proposes to continue or re-establish the same or similar successful services by a newly established pool of overseas representation partners with on-the-ground representation in, but not limited to, Asia, Australia, Central and South America and Europe. These partners will promote the Airport and the City of San Francisco at international trade and tourism exhibitions worldwide, participate in joint trade missions with the Airport and the Mayor's Office, assist in international air route development, represent SFO in country developing promotion and advertising campaigns in language and specific to local cultures and trends, and provide market research and intelligence wherever possible.</p>	Modification	06/30/17
			<p>Preparation of a Habitat Conservation Plan (HCP) for the Alameda Watershed including permitting for maintenance of the new Diversion Dam Road Bridge. The Alameda Watershed HCP will provide coverage for SFPUC operations, including bridge maintenance, in the Sunol Valley</p>		

<p>4041-07/08</p>	<p>Public Utilities Commission</p>	<p>Increase Amount \$584,000 New Amount \$1,034,000</p>	<p>region under the Federal and California Endangered Species Act (FESA and CESA). Without the HCP, some SFPUC operations (including bridge maintenance) that impact special status species could be restricted or prohibited and the SFPUC could be faced with significant penalties under the FESA and CESA. This modification will permit completion of the Alameda Watershed Habitat Conservation Plan (AWHCP), including preparing applications for regulatory permits/approvals, mitigating, monitoring and reporting on plans like the AWHCP, which includes additional bridge maintenance.</p>	<p>Modification</p>	<p>06/30/15</p>
			<p>Conduct hydrologic, geomorphic, biological and related river ecosystem science work on an as-needed basis. The work will be conducted in support of the Upper Tuolumne River Ecosystem Project and other related SFPUC river and stream ecosystem management efforts (CS-946). This modification of the Upper Tuolumne River Ecosystem Project will (1) satisfy existing instream flow</p>		

4064-08/09	Public Utilities Commission	<p>Increase Amount</p> <p>\$2,000,000</p> <p>New Amount</p> <p>\$3,500,000</p>	<p>commitments (2) implement the SFPUC Water Enterprise environmental stewardship policy on the Upper Tuolumne River, and (3) assist the U.S. National Park Service with development of the Tuolumne Wild and Scenic River Plan. Failure to approve this PSC will result in the SFPUC reneging on existing commitments per Raker Act stipulations and SFPUC policy. This modification is necessary to continue technical support for (1) implementation of the SFPUC Water Enterprise environmental stewardship policy, (2) implementation of studies and monitoring required by the Water System Improvement Program Final Programmatic Environmental Impact Report, (3) implementation of updated O'Shaughnessy Dam instream flows, and (4) support for related efforts on Alameda, Pilarcitos, and San Mateo Creeks to plan, develop, and implement conditions of new or existing agreements related to instream flow needs.</p>	Modification	04/19/18
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Cynthia Avakian and Jeff Hoglind, Airport

Speakers: Commission and Donna Kotake, Department of Human Resources spoke on PSC #4130-08/09.

Action: Adopted the report; Approved the request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 8)

President Favetti requested a Special Meeting prior to the Regular Meeting of July 16, 2012, in order to follow up on the Executive Officer vacancy.

She also mentioned that staff should be making preparations for a Strategic Planning Meeting possibly in October.

ADJOURNMENT (Item No. 9)

2:42 p.m.

Civil Service Commission | Email: civilservice@sfgov.org | Phone: 415-252-3247 | - Service 24x7



MEETINGS

4002-12/13
Initial

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/23/2012 (30-day Union Notice)
6/06/2012 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission (SFPUC) DEPARTMENT NUMBER 40

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: HHWP WECC NERC Business Processes (CS-245)

FUNDING SOURCE: WECC/NERC Programmatic Funding

PSC AMOUNT: \$1,500,000 PSC DURATION: 07/02/2012 to 06/30/2017

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Perform and assist Hetch Hetchy Water and Power (HHWP) with all business processes, design standards preparation and/or review of HHWP designs as they relate to Western Electricity Coordinating Council (WECC) and the North American Electric Reliability Corporation (NERC) power regulatory requirements CIP (critical infrastructure protection) and COM (communication) requirements.
- B. Explain why this service is necessary and the consequences of denial: Financial penalties levied by WECC/NERC in the amount of \$10,000 to \$1,000,000 per day as it relates to CIP (critical infrastructure protection) and COM (communication) requirements.
- 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): These are new requirements. Hetch Hetchy Water and Power recently was required to register as a Transmission Owner and Transmission Operator as of July 15, 2011.
- D. Will the contract(s) be renewed: No.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

<u>L21</u> Union Name	<u>Shamica Jackson</u> Signature of person mailing/faxing form	<u>04/23/2012 (30-day Union Notice) 06/06/2012m (to DHR)</u> Date
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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR Dept. Code: TTX

Type of Request: Initial Modification of an existing PSC (PSC # 4056 10/11)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Audit Services

Funding Source: <u>Audit Collections</u>	
PSC Original Approved Amount: <u>\$200,000</u>	PSC Original Approved Duration: <u>01/04/11 - 12/31/11 (51 weeks 4 c</u>
PSC Mod#1 Amount: <u>no amount added</u>	PSC Mod#1 Duration: <u>01/01/12-06/30/14 (2 years 25 weeks)</u>
PSC Mod#2 Amount: <u>\$90,000</u>	PSC Mod#2 Duration: <u>07/01/14-06/30/15 (1 year)</u>
PSC Cumulative Amount Proposed: <u>\$290,000</u>	PSC Cumulative Duration Proposed: <u>4 years 25 weeks</u>

1. Description of Work

A. Scope of Work:

Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue audit and enforcement of utility users tax and access line tax requirements; and provide tax revenue enhancement and detection services.

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

Underreporting or non-reporting of these taxes occur due to various reporting or categorization errors in this highly technological field. Without expertise in auditing, consultation, data collection and review in this specialized field, the City will continue to lose potential tax revenue.

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.

Yes. Prior 4056-10/11

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

2. Union Notification: On 05/20/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Management & Superv Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4056 10/11

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 07/07/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Audit experience, including knowledge of procedures and practices of major public utilities providers and of the Public Utilities Commission regulations and requirements, as well as proof of successfully providing revenue to local governments as a direct outcome of its services. The contractor must work closely with City departments, businesses including service providers, taxpayers, and monitor changes in proposed related legislation and technology.

B. Which, if any, civil service class(es) normally perform(s) this work?

4220,4222,4224,

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:

City employees do not possess the specialized expertise to audit utility users tax and/or access line tax areas. Such expertise includes knowledge of the various utility services utilized, including electricity, gas, water, steam, and telephone communication services utilized, and the various trunk lines that are taxable. Such expertise also includes keeping abreast of the legislative and technological changes, and analyze its impact on tax revenue.

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

No. The service is highly specialized, but included in the service is training for existing City audit staff.

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?
Written manual, onsite guidance, and workshops for 4222, 4224.
- 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? Continuing time of agreement to finish work with Muniservices

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

ON 05/20/14 BY:

Name: Greg Kato Phone: 415-554-6888 Email: greg.kato@sfgov.org

Address: 1 Dr Carlton B Goodlett Pl 140 San Francisco, CA 94102

Receipt of Union Notification(s)
◆ Local 21

Kato, Greg (TTX)

From: dhr-psccordinator@sfgov.org on behalf of greg.kato@sfgov.org
Sent: Tuesday, May 20, 2014 1:30 PM
To: Kato, Greg (TTX); L21PSCReview@ifpte21.org; Kato, Greg (TTX); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4056 10/11 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The TREASURER/TAX COLLECTOR -- TTX has submitted a modification request for a Personal Services Contract (PSC) for \$90,000 for services for the period July 1, 2014 – June 30, 2015. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/2084>

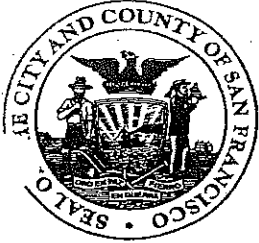
Email sent to the following addresses: L21PSCReview@ifpte21.org

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

**1C. 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 # 4056-10/11



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

4056-10/11
Initial

December 10, 2010

E. DENNIS NORMANDY
PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

DONALD A. CASPER
VICE PRESIDENT

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4053-10/11
THROUGH 4058-10/11; 4101-07/08.**

MORGAN R. GORRANO
COMMISSIONER

At its meeting of December 6, 2010 the Civil Service Commission had for its consideration the above matter.

LISA SEITZ GRUWELL
COMMISSIONER

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.*

MARY Y. JUNG
COMMISSIONER

It was the decision of the Commission to adopt the report; approve request for all remaining proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

ANITA SANCHEZ
EXECUTIVE OFFICER

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
- Marie de Vera, Department of Human Resources
- Kendall Gary, Department of Technology
- Lavena Holmes-Williams, Port
- Shamica Jackson, Public Utilities Commission
- Florence Kyaun, Public Utilities Commission
- Julian Low, Mayor's Office
- Tajel Shah, Treasurer/Tax Collector
- Peg Stevenson, Office of the Controller
- Shawn Wallace, San Francisco Police Department
- Commission File
- Chron

104

POSTING FOR
12/6/2010

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4053-10/11	09	Controller	Regular	\$10,000,000	Provide lease purchase financing and/or refinancing of essential capital equipment to be used by City departments for governmental purposes.	3/1/2011 - 2/28/2013
4054-10/11	38	Police	Regular	\$347,200	Contractor will provide maintenance, as well as; design, engineering and consulting services on the Level II Message Switching Computer System (Installed at the San Francisco Police Department) as required/requested by the Police Department.	9/21/2010 - 3/9/2015
4055-10/11	39	Port Commission	Regular	\$1,200,000	This work will be completed in four (4) phases to allow the greatest participation of city employees on this project. This project has complex variables such as historic structures in a marine environment with site contaminants. An integrated consultant team will prepare a site condition assessment that will facilitate work with city staff and the community stakeholders in developing a conceptual design plan with preliminary cost estimates and ultimately a detailed design for converting this seven (7) acre parcel within Pier 70 as a public park.	2/1/2011 - 12/31/2014
4056-10/11	08	Treasurer/Tax Collector	Regular	\$200,000	Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue to audit and enforcement of UUT and ALT tax requirements; and provide tax revenue enhancement and detection services.	1/4/2011 - 12/31/2011
4057-10/11	40	Public Utilities Commission	Regular	\$350,000	The purpose of this contract is to provide professional services to SFPUC for purging, collection and monitoring of groundwater samples from wells and other support to the Groundwater Monitoring Program. Such services will include collection and transport to the testing lab of groundwater extracted from existing monitoring wells and production wells on a semi-annual basis to assist in the annual characterization of groundwater conditions and support of local and regional groundwater resource management throughout the SFPUC's water system including the Westside Basin in San Francisco and San Mateo Counties.	2/1/2011 - 12/31/2014

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PERSONAL SERVICES CONTRACT SUMMARY

ATE: October 4, 2010

DEPARTMENT NAME: Office of the Treasurer & Tax Collector DEPARTMENT NUMBER 08

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Utility Users Tax (UUT) and Access Line Tax (ALT) Audit Services

FUNDING SOURCE: Percentage of UUT and/or ALT tax income recovered on City's behalf.

Original Amount: \$ 200,000 PSC Duration: January 4, 2011 – December 31, 2011
Modification Amount \$ _____ PSC Duration: _____
Total Amount \$ 200,000 Total PSC Duration: January 4, 2011 – December 31, 2011

1. DESCRIPTION OF WORK

- A. Concise description of proposed work:
Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue audit and enforcement of UUT and ALT tax requirements; and provide tax revenue enhancement and detection services.
- B. Explain why this service is necessary and the consequences of denial:
Underreporting or non-reporting of these taxes occur due to various reporting or categorization errors in this highly technological field. Without expertise in auditing, consultation, data collection and review in this specialized field, the City will continue to lose potential tax revenue.
- 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):
No such service has been provided in the past.
- D. Will the contract(s) be renewed: *After contractor selection in the next few months through a Request for Proposal process in 2010, the contract may be renewed for one year depending on whether all services have been provided.*

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

<u>Local 21</u>	<u>Tajel Shah – emailed form</u>	<u>Oct 7, 2010</u>
Union Name	Signature of person mailing/faxing form	Date
<u>Union Name</u>	<u>Signature of person mailing/faxing form</u>	<u>Date</u>
RFP sent to <u>n/a</u>	on <u>_____</u> will be published on	
<u>Union Name</u>	<u>Date</u>	<u>Signature</u>

FOR DEPARTMENT OF HUMAN RESOURCES USE NOV 9 2010

PSC# 4056-10/11
STAFF ANALYSIS/RECOMMENDATION: CML
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Selected contractor is required to have experience conducting UUT and/or ALT audit services for cities in CA, including knowledge of procedures and practices of major public utilities providers and of the Public Utilities Commission regulations and requirements, as well as proof of successfully providing revenue to local governments as a direct outcome of its services. The contractor must work closely with City departments, businesses including service providers, taxpayers, and monitor changes in proposed related legislation and technology.

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

No civil service class has performed this specific function. Classes appropriate to perform such auditing services are: 4220 Personal Property Auditor, 4222 Senior Personal Property Auditor, and 4224 Principal Personal Property Auditor.

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:

City employees do not possess the specialized expertise to audit UUT and/or ALT areas. Such expertise includes knowledge of the various utility services utilized, including electricity, gas, water, steam, and telephone communication services utilized, and the various trunk lines that are taxable. Such expertise also includes keeping abreast of the legislative and technological changes, and analyze its impact on tax revenue.

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

No. The service is highly specialized, but included in the service is training for existing City audit staff.

5. 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. Training includes written manual, on site guidance, workshops, and technical assistance for 3 months.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Classes receiving training include: 4222 Senior Personal Property Tax auditors (6), 4224 Principal Auditors (2), 0931 Chief Auditor (1) and 0935 Business Tax Director (1).

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? Yes, subject to the outcome of the RFP process.

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

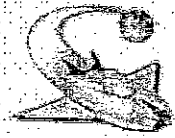
Signature of Departmental Personal Services Contract Coordinator

Tayl Shah
Print or Type Name

554-4506
Telephone Number

Office of the Treasurer & Tax Collector, City Hall, Room 140, San Francisco, CA 94102

Address



Tajel Shah/TTX/SFGOV
10/07/2010 04:50 PM

To: sjenkins@fippte21.org
cc: Florence Mar/TTX/SFGOV@SFGOV, Darrell
Asciano/TTX/SFGOV@SFGOV
bcc:
Subject: Notification of RFP - UTT/ALT

Sharon,

Attached is our intent to release an RFP for collections of access line and utility taxes.



Please let us know, if you have any questions. UUT_ALT_PSC.pdf

- Tajel

Tajel Shah
Director, Budget & Operations
Office of Treasurer and Tax Collector
City and County of San Francisco
City Hall - Room 140
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4638
415/554-4506 (phone)
415/554-7449 (fax)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 13, 2012

DEPARTMENT NAME: Office of the Treasurer & Tax Collector DEPARTMENT NUMBER 08

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# 4056-10/11)

TYPE OF SERVICE: Utility Users Tax (UUT) and Access Line Tax (ALT) Audit Services

FUNDING SOURCE: Percentage of UUT and/or ALT tax income recovered on City's behalf.

Original Amount:	\$ 200,000	PSC Duration:	<u>January 4, 2011 – December 31, 2011</u>
Modification Amount	\$ _____	PSC Duration:	<u>January 1, 2012 – June 30, 2014</u>
Total Amount	<u>\$200,000</u>	Total PSC Duration:	<u>January 4, 2011 – June 30, 2014</u>

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue audit and enforcement of UUT and ALT tax requirements; and provide tax revenue enhancement and detection services.

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

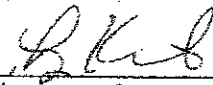
Underreporting or non-reporting of these taxes occur due to various reporting or categorization errors in this highly technological field. Without expertise in auditing, consultation, data collection and review in this specialized field, the City will continue to lose potential tax revenue.

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):

No such service has been provided in the past. Previous Civil Service Commission approval did not result in an agreement.

D. Will the contract(s) be renewed: *The contract may be renewed for one year depending on whether all services have been provided.*

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

<u>Local 21</u> Union Name	 Signature of person mailing/faxing form	<u>3/9/12</u> (original) <u>3/13/12</u> (revision) Date
_____ Union Name	_____ Signature of person mailing/faxing form	_____ Date
RFP sent to _____ Union Name	n/a, on _____ Date	will be published on Controller's website Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4056-10/11

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Received original 3/9/12
Revision received 3/13/12
CWR

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Selected contractor is required to have experience conducting UUT and/or ALT audit services for cities in CA, including knowledge of procedures and practices of major public utilities providers and of the Public Utilities Commission regulations and requirements, as well as proof of successfully providing revenue to local governments as a direct outcome of its services. The contractor must work closely with City departments, businesses including service providers, taxpayers, and monitor changes in proposed related legislation and technology.

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

No civil service class has performed this specific function. Classes appropriate to perform such auditing services are: 4220 Personal Property Auditor, 4222 Senior Personal Property Auditor, and 4224 Principal Personal Property Auditor.

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:

City employees do not possess the specialized expertise to audit UUT and/or ALT areas. Such expertise includes knowledge of the various utility services utilized, including electricity, gas, water, steam, and telephone communication services utilized, and the various trunk lines that are taxable. Such expertise also includes keeping abreast of the legislative and technological changes, and analyze its impact on tax revenue.

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

No. The service is highly specialized, but included in the service is training for existing City audit staff.

5. 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. Training includes written manual, on site guidance, workshops, and technical assistance for 3 months.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Classes receiving training include: 4222 Senior Personal Property Tax auditors (6), 4224 Principal Auditors (2), 0931 Chief Auditor (1) and 0935 Business Tax Director (1).

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? Yes; subject to the outcome of the RFP process.

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

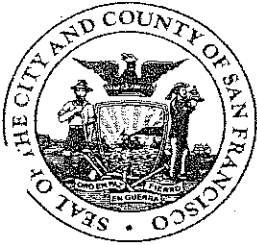
Signature of Departmental Personal Services Contract Coordinator

GREG KATZ
Print or Type Name

554-6888
Telephone Number

Office of the Treasurer & Tax Collector, City Hall, Room 140, San Francisco, CA 94102

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail.

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GENA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

June 26, 2014

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: PROPOSED AMENDMENTS TO VOLUMES I AND IV OF CIVIL SERVICE RULE SERIES: 11A-POSITION-BASED TESTING, 12-ELIGIBLE LISTS AND 13-CERTIFICATION OF ELIGIBLES; AND PROPOSED AMENDMENTS TO CIVIL SERVICE ADVISER NO. 008, SELECTION FROM CIVIL SERVICE ELIGIBLE LISTS—AFFECTING ALL MISCELLANEOUS EMPLOYEES AND SERVICE-CRITICAL EMPLOYEES OF THE MUNICIPAL TRANSPORTATION AGENCY.

The above matter will be considered by the Civil Service Commission at a meeting to be held on **July 7, 2014** at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Regular Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. The meeting agenda and all meeting materials will be posted on the Civil Service Commission's website at www.sfgov.org/Civil_Service under "Meeting Information" no later than end of day on Thursday, July 3, 2014. If you would like a copy of the Department of Human Resources' or the Executive Officer's staff reports on the above-captioned matters emailed to you in advance of July 3rd, please contact the Civil Service Commission's Office at CivilService@sfgov.org or (415) 252-3247.

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 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

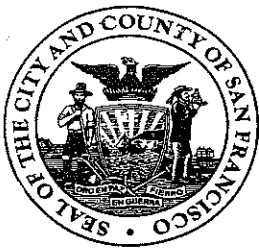
JENNIFER JOHNSTON
Executive Officer

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 6

Attachment

Department of Human Resources'
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: July 7, 2014
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda X
 Human Resources Director's Report
4. Subject: Recommendations for revision to Civil Service Rule 113 Certification of Eligibles and update to Civil Service Commission Policy on the Referral and Post-Referral Selection Processes
5. Recommendation: Adopt the report
6. Report prepared by: Ted Yamasaki Telephone number: 415 557-4915
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: [Signature]

Date: 6/5/14
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

Notification List
CSR 113 & CSC Policy

Ted Yamasaki
Managing Deputy Director
Department of Human Resources
One South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Susan Gard
Chief of Policy
Department of Human Resources
One South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Donna Kotake
Workforce Development Director
Department of Human Resources
One South Van Ness Avenue, 4th Floor
San Francisco, CA 94103



Date: June 26, 2014

To: Honorable Civil Service Commission

Through: Micki Callahan, Human Resources Director

From: Ted Yamasaki, Managing Deputy Director
Department of Human Resources

Subject: **Recommendations for Revision to Civil Service Commission Rule 113 Certification of Eligibles, and update to Civil Service Commission Policy on Referral and Post-Referral Selection Processes as Articulated in Civil Service Adviser No. 008-2000**

I. Overview

The Department of Human Resources ("DHR") in consultation with other City departments is requesting that the Civil Service Commission ("Commission") revise Rule 113 Certification of Eligibles to: 1) ensure consistency with updated processes, and 2) provide flexibility to hiring departments to more efficiently manage communications with reachable eligibles.

In addition, we request that the Commission update its policies as articulated in Civil Service Adviser No. 008/2000 to: 1) clarify the process improvements described above; and 2) clarify and confirm the discretion afforded to appointing officers to select the reachable eligible they deem best qualified for a position based on documented non-discriminatory, merit-based selection criteria.

See Attachment A for the proposed revisions to Civil Service Commission Rule 113 and Attachment B for Civil Service Adviser No. 008/2000.

II. Authority

Pursuant to Charter Section 10.100, the Commission is specifically "charged with the duty of providing qualified persons for appointment to the service of the City and County." Under Charter Section 10.101, the Commission is responsible for adopting rules, policies and procedures to carry out the civil service merit system provisions of the Charter, including those governing examinations, eligibility, certification of eligibles and appointments.

Charter Section 10.102 provides that, "Pursuant to and in accordance with policies, rules and procedures of the Civil Services Commission governing the merit system, the Department of Human Resources shall be the personnel department for the City and County and shall determine appointments on the basis of merit and fitness as shown by appropriate test and, except as specifically set forth in this Charter, shall perform all tests, duties and functions previously performed by the Civil Service Commission, including but not limited to authority to recruit, select, certify, appoint [...] and other related personnel activities in order to maintain an effective and responsive work force."

III. Background

A. Establishment of an Eligible List

As required under Civil Service Rules 110.9, 110.15, and 111A.11, "Every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination." The minimum qualifications must be based on job-related criteria. The human resources analyst assigned to the examination will review all applications to ensure that candidates meet the minimum qualifications to participate in the examination; candidates who do not meet those standards are not permitted to proceed in the examination process.

The Department of Human Resources adheres to the core principles that all examinations must be fair, merit-based, and competitive. Examinations must adequately rate the capacity of applicants to perform the duties of the examined position/classification based on job-related criteria. Candidates who are successful in all phases of the examination as detailed in the examination announcement (referred to as "eligibles") are placed on the eligible list in rank order based on their performance (i.e., their scores on the examination). Tie scores are placed at the same rank on the eligible list.

B. Certification/Referral of Eligibles

Pursuant to Charter Section A8.329, Certification of Eligibles, "Whenever a position controlled by the civil service provisions of this Charter is to be filled, the appointing officer shall make a requisition to [DHR] for a person to fill it. Thereupon, [DHR] shall certify to the appointing officer the names and addresses of all those persons meeting the certification rule established for that classification." The certification rule is determined in advance of the examination, and must be specified on the examination announcement. For most miscellaneous non-managerial classifications, the default certification rule is the Rule of Three Scores, unless the department and the union agree to a broader certification. The other two most commonly applied certification rules are the Rule of Five Scores and the Rule of Ten Scores.

The Department of Human Resources Client Services Operations team is responsible for the certification of eligibles from an eligible list to the hiring department. The certification process is completed through the JobAps System, interfaced with the eMerge PeopleSoft system. The JobAps system and the workflows for delivering certifications to hiring departments have been under critical review as part of DHR's ongoing process improvement commitment to expedite City hiring. To that end, new processes have been designed and will be implemented as new system designs and related programming are completed. It is important to note that the process improvements are designed to ensure that all reachable eligibles are given equal opportunities for consideration by the hiring department(s).

The Commission's policy as articulated in Civil Service Adviser No. 008/2000 requires DHR/the department to notify all reachable eligibles of any vacancy and to allow them at least five business days (or more, if candidates are required to submit additional materials with their response) to respond indicating their interest in pursuing the position. This notice is commonly referred to as a "canvas" or "Notice of Inquiry." Pursuant to Commission policy, this notification requirement does not apply if the department wishes to appoint a reachable eligible who is a current Provisional employee¹ in the department, already performing competently

¹ As authorized under Charter Section 10.105, a "Provisional" appointment is an appointment made in a permanent or temporary civil service position for which there is no current eligible list. These appointments are limited to three years duration (or until an eligible list is adopted). Provisional appointees serve at the discretion of the appointing officer and acquire no rights to or preference for permanent appointment to their positions.

and effectively in the position to be filled.

In the event that all of the eligibles in a rank within the certification rule either decline or fail to timely respond to the Notice of Inquiry, Civil Service Rule 113.6 provides that the department may request supplementary certification (alternates) from the next highest score.

C. The “Post-Referral Selection Process”

Once a referral of reachable eligibles is provided to the hiring department, an appointing officer is afforded discretion and latitude in selecting the candidate from amongst the reachable eligibles that is determined to be the best-suited to perform the duties of the specific position to be filled, provided that the selection process is based on documented non-discriminatory, merit-based criteria.

As provided in Civil Service Rule 113.1.2, “Selection of employees from eligible lists shall be based on merit and fitness without regard to relationship, [membership in a protected category], political affiliation, [...] or other non-merit factors or otherwise prohibited nepotism or favoritism. Appointing officers and their designees shall be responsible for establishing non-discriminatory selection procedures which may include by way of example but not limitation, scheduling each interested eligible for interview, reviewing application materials, conducting interviews by a diverse panel, and asking job-related questions. Appointing officers/designees shall also be responsible for maintaining documentation of selection criteria.” The department’s documented non-discriminatory, merit-based screening process for selecting amongst the reachable eligibles is referred to as the “post-referral selection process.”

IV. Recommendations for Revision to Civil Service Commission Rule 113 Certification of Eligibles and update to Civil Service Commission Policy on Referral and Post-Referral Selection Processes as Articulated in Civil Service Adviser No. 008-2000

A. Revision Recommendations to Civil Service Rule 113, Certification of Eligibles:

The primary focus of the proposed revision to Rule 113 is to harmonize the language of the rule with updated operational processes. Specifically, the rule revision includes:

1. A requirement for a Notice of Certification. The Department of Human Resources will send a notice of certification to both the hiring department and the individual eligibles. The notice of certification to the eligibles will be informational only and will not require a response.
2. Optional Departmental Inquiry. Hiring departments will have the option to send an inquiry to the reachable eligibles to:
 - a. Assess eligibles’ interest in the position vacancy in the department, and/or
 - b. Request additional job-related information from reachable eligibles to be used by the hiring department as part of the post referral selection process.
 - c. Eligibles must be given a minimum of five (5) days to respond to such a Departmental Inquiry.
 - d. There is no penalty to the eligible for not responding to a hiring department’s inquiry.
3. Certification Results. Hiring departments will be required to notify the Department of Human Resources of the final selection of the incumbent within 60 calendar days of the Notice of

Certification.

4. Elimination of Penalties for Non-Response of Eligibles. Given the discretion proposed to allow hiring departments the option to issue a departmental inquiry, the Department of Human Resources requests that the penalty (placing a reachable eligible under general waiver) for non-response by the eligible be eliminated. In essence, a reachable eligible may simply not respond to a departmental inquiry. As a result of the non-response, the hiring department will not consider that eligible for the position vacancy.

B. Proposed update to Civil Service Commission Policy on Referral and Post-Referral Selection Processes as Articulated in Civil Service Adviser No. 008-2000

The Department of Human Resources proposes that the Commission's policy as articulated in Civil Service Adviser No. 008/2000 be updated to reflect the proposed changes to Rule 113 identified above.

In addition, we request that the Commission policy provide the discretion to the hiring department who may feel that it has sufficient information to make a selection based on the candidates' application materials and performance in the examination be relieved of the obligation to issue an inquiry to all reachable eligibles. For example, the department may wish to only consider the top-scoring candidate (e.g., when there is a degree of high confidence in the testing instrument, such as when the department is making a selection from an eligible list resulting from a PBT it recently administered).

If a hiring department elects not to send a Departmental Inquiry to all reachable eligibles, the selection of an eligible may only be made from the initially reachable ranks under the applicable certification rule (i.e., they would not be able to request supplemental certification to identify alternates). This option would be most appropriate when the hiring department has determined that it has sufficient information to make a merit-based, objective determination on whom the best-qualified reachable candidate(s) is/are based on what the candidates have already submitted and/or their performance on the examination. Therefore, a Departmental Inquiry would be unnecessary.

If, however, the hiring department elects to administer a Departmental Inquiry to all reachable eligibles, the department could access available alternates (supplemental certification) if all of the eligibles in a reachable rank are either non-responsive to the inquiry or indicate that they are not interested in the position.

In either instance, hiring departments are still required to administer a documented, non-discriminatory, merit-based screening processes for selecting amongst the reachable eligibles.

V. Request for Clarification and Confirmation of the Commission's Policy on the Post-Referral Selection Process

As indicated in Adviser 008/2000 and the Civil Service Rules, an appointing officer has the discretion and authority to select the candidate that he or she believes is the best-suited to perform the duties of the specific position to be filled, as determined based on documented non-discriminatory and merit-based criteria.

However, the Civil Service Adviser also states that, "The Civil Service Commission and the Department of Human Resources highly recommend that the department head/designee interview the remaining candidates

in order to select the best-qualified individual. The interview panel should be diverse and must ask job-related questions.”

Given this, hiring departments will often develop and administer extensive post-referral selection processes (irrespective of the type of position to be filled), including highly-structured tape-recorded panel interviews conducted by subject matter experts. Departments will often establish strict rating standards and benchmark responses in order to eliminate flexibility and discretion on the part of the interviewer, because it is believed that these extensive processes are required.

In other words, hiring departments engaged in the post-referral selection process, in an abundance of caution, are essentially administering a highly structured examination instrument more appropriately administered as part of the examination process. That said, hiring departments report that the more extensive and comprehensive the processes they utilize, the more challenges they receive.

Given this, the Department of Human Resources, in collaboration with City departments, respectfully requests that the Adviser 008/2000 be revised as reflected in Attachment A to clarify that such selection processes can include, but are not limited to: performance on the examination; structured panel interviews; performance assessments; examination application materials; written supplemental submissions; and/or, possession of desirable qualifications as posted on the examination announcement.

In determining the appropriate post-referral selection screening criteria and mechanisms, it is advisable for the department to give consideration to the level of confidence in the testing instrument (the examination), how long ago the examination was administered, whether the examination included an interview panel in which the hiring manager/supervisor (the appointing officer's designee) participated, the propensity for or likelihood of complaints or appeals, the type of position to be filled, and the level of responsibility of that position, etc.

For example, a department may choose to appoint the individual in Rank 1 on the eligible list, based on the fact that he or she performed so successfully on the examination. This would be particularly appropriate if the hiring department is selecting from a recently-established eligible list pursuant to a PBT administered by that same department. Or, a department may wish to only consider candidates in the first three reachable ranks, based on the fact that they performed so successfully on the examination. In this latter case, the hiring department must administer and document the non-discriminatory, merit-based criteria used to further screen from the reachable eligibles in the top three ranks.

Attachments:

- A. Proposed revisions to Civil Service Commission Rule 113
- B. Proposed revisions to Civil Service Adviser No. 008/2000

**Proposed Amendments to Civil Service Rule 113
Certification of Eligibles**

Article V: Administration of Certifications

Applicability: Article V, Rule 113, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and Service-Critical classes at the Municipal Transportation Agency (MTA).

Sec. 113.10 Response Period Notice of Certification

~~113.10.1~~ For each available position, the ~~Inquiry~~

- ~~1) Eligibles are required to respond in writing to the Department of Human Resources within five (5) business days of the date of such notice.~~
- ~~2) The Human Resources Director may authorize that eligibles be polled by telephone; provided, however, that eligibles who cannot be reached by telephone shall not be penalized or adversely affected in any way.~~

~~shall certify~~

~~113.10.2~~ **Notice of Certification**

- ~~1) Eligibles are required to respond to the appointing officer or designated representative within five (5) business days after the date of such Notice.~~
- ~~2) Eligibles all eligibles who are required reachable pursuant to notify the Department of Human Resources as to their established certification status within seven (7) business days after the date of the Notice of Certification rule.~~

~~113.10.2~~ The Department of Human Resources shall simultaneously notify each eligible of such certification to the hiring department(s). This Notice of Certification shall be informational only and shall not require a response from the eligibles.

Sec. 113.11 Optional Departmental Inquiry

~~113.11.1~~ Upon receipt of the Notice of Certification by the Department of Human Resources, the hiring department may choose to issue at its option a Departmental Inquiry to all reachable eligibles for the purpose of:

- 1) Assessing the interest of all reachable eligibles in the specific position in the department; and/or
- 2) Requesting additional information or submissions from all reachable eligibles as part of a post-referral selection process

113.11.2 In the event that a hiring department elects to send the optional Departmental Inquiry to all reachable eligibles:

1) Eligibles shall be afforded at minimum five (5) business days to respond to a Departmental Inquiry.

2) If all eligibles at a score waive the opportunity and/or fail to respond within the time limit established in the Departmental Inquiry, the hiring department may request from the Department of Human Resources a supplementary certification(s) from the next highest score(s) in accordance with the provisions of this Civil Service Rule.

3) Response time limits may be extended by the Human Resources Director.

Sec. -

3)113.12 Certification Results

Departments are required to notify the Department of Human Resources of the results of a certification within ~~twenty (20) business~~ sixty (60) calendar days ~~after of~~ the date of the Notice of Certification. This deadline may be extended by the Human Resources Director.

~~113.11.33 Response period~~
~~time limits may be extended by the Human Resources Director.~~

Sec. 12Sec. 113.11 Effect of Failure to Respond

~~113.11.1~~ An eligible who fails to respond within the time limits provided shall be placed under general waiver on the eligible list until such time as the waiver is withdrawn in accordance with these Rules.

113.13Sec. 113.11 Effect of Failure to Respond (cont.)

~~113.11.2~~ Unless the Human Resources Director determines that unusual circumstances exist which would create an undue hardship, a department that fails to respond within the time limits provided may be required to present the reasons for the delay to the Commission.

Sec. 113.123 Waivers

113.1213.1 General Waivers

An eligible may be placed on an inactive status under general waiver of certification on an eligible list as follows:

1) At the eligible's written request. Such waivers shall be effective on the next business day.

~~2) For failure to respond to a Notice of Certification or Inquiry within the prescribed time limits.~~

~~3) For failure to notify the Department of Human Resources as to the eligible's status within seven (7) days following certification.~~

~~4)~~

2) A person appointed to a permanent position shall be under general waiver for all appointments on all eligible lists for the same class. ~~A person appointed to a temporary position shall be under general waiver for temporary appointment on all eligible lists for the same class.~~ Such waiver may not be withdrawn unless ordered by the Human Resources Director.

53) For reasons prescribed elsewhere in these Rules.

64) An eligible under general waiver shall not be certified to any position on the eligible list until the eligible notifies the Department of Human Resources to withdraw such waiver in writing as prescribed in these Rules. General waivers imposed by the Commission or Human Resources Director may not be removed unless ordered by the Civil Service Commission or Human Resources Director.

113.1213.2 Waiver of Part-Time Employment

~~Any permanent part-time position may be declared by the Human Resources Director to be under conditional waiver and eligibles may then waive certification without penalty for. An eligible who accepts appointment to a full permanent part-time position. An eligible who accepts such appointment shall retain eligibility for appointment to a permanent full-time position.~~

~~113.12~~13.3 Conditional Waivers

Except as provided by the examination announcement, waiver of certification to positions with unusual employment circumstances or special conditions of employment may be imposed by:

- 1) the eligible to be effective the next business day;
- ~~_____~~ 2) the Civil Service Commission; or
- ~~_____~~ ~~3~~or3) the Human Resources Director.

Conditional waivers on an eligible list imposed by the eligible shall remain in force until withdrawn in accordance with these Rules.

113.1213.4 Effects of Waivers

- 1) A general or conditional waiver of certification by an eligible having standing on more than one (1) list in the same class shall apply to any existing list for the same class.
- 2) An eligible who waives certification to a position covered by conditional waivers shall not be certified to a position requiring those conditions from that list until such waiver is removed in accordance with the provisions of these Rules.
- 3) Unless otherwise provided in the examination announcement, eligibles may refuse consideration for temporary or permanent appointment from two (2) ~~Noticesoffers of Certification employment resulting from certification off of the eligible list.~~ Refusal of consideration from the a third (3rd) ~~Noticeoffer of Certification employment~~ shall result in the removal of the eligible's ~~eligible's~~ name from that eligible list and all other lists in that class. The non-selection by the department of an available eligible shall not be recorded as a refusal.
- ~~_____~~ 4) ~~Unless otherwise ordered by the Human Resources Director, if one (1) Notice of Certification is issued for more than one (1) department or position and the eligible refuses a position not previously waived, a refusal shall be recorded against the eligible's name on the list.~~

~~113.12~~13.5 Withdrawal of Waivers

- 1) Withdrawal of general or conditional waivers imposed by the eligible must be filed in writing with the Department of Human Resources.

~~113.12.5~~ Withdrawal of Waivers (cont.)

2) Such requests must be received in Department of Human Resources offices before the close of business on the third (3rd) Friday of the month to be effective the first (1st) business day of the following month. In the event the third (3rd) Friday is a legal holiday, such requests must be received by the close of business on the next business day.

3

3) Withdrawal of waivers which have been imposed by the Commission or the Human Resources Director may be authorized at any time and become effective the first (1st) business day of the following month unless specifically ordered otherwise.

4) Withdrawal of waivers shall not interfere with nor affect the rights of eligibles ~~next in line whose names have been certified to the hiring department for certification consideration and to whom Notices of Certification have already been mailed and who have been or may be appointed in response to such notice sent.~~

5) Immediate withdrawal of waiver may be authorized by the Human Resources Director, if it is determined that such immediate withdrawal of waiver is in the best interests of the Service.

Sec. 113.1314 Change of Address

~~In all cases of change of address, the Department of Human Resources must be notified in writing separately for each class involved. Notice of change of address to the Post Office and/or the employee's current department only shall not be a reasonable excuse for special consideration in case of failure to respond to any notice within time limits.~~

It is the responsibility of eligibles to notify the Department of Human Resources of any change of address.

The Civil Service Commission has established the Civil Service Adviser to enhance delivery of information on important employment issues and policies affecting the merit system of the City and County of San Francisco.

SELECTION FROM CIVIL SERVICE ELIGIBLE LISTS

Civil Service Adviser

What is the City policy on the selection from civil service eligible lists?

The City's policy as adopted by the Civil Service Commission requires that the selection of eligibles from civil service eligible lists must be based on merit and fitness without regard to race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital or domestic partnership status, parental status, color, medical condition, or other non-merit factors or otherwise prohibited nepotism or favoritism. Appointments are made with due consideration to providing equal employment opportunity.

What is the department head's responsibility when making a selection from an eligible list?

The Department Head is responsible for selecting the best qualified, reachable eligible utilizing uniform non-discriminatory merit based selection procedures.

The Department of Human Resources refers the list of eligibles to a department upon receipt of an approved requisition. With a limited exception (addressed in response to the next question heading), eligibles referred to a department by the Department of Human Resources must be notified of the available vacancy by the department. Eligibles must be given a minimum of five (5) business days to respond to the notification. When a department requests supplemental information a longer response period should be provided.

In the event that a department chooses to send a Notification of Inquiry, eligibles will be given a minimum of five (5) business days to respond and to submit any supplemental information requested by the department. However, there is no requirement for a department to send a Notice of Inquiry. A longer response period should be provided if the department requests supplemental information.

The department head/designee may determine the appropriate method to screen that list of reachable eligibles who have expressed interest. This screening process (referred to as the "post-referral selection process") must be non-discriminatory and merit system compliant, and could include by way of example but not limitation to: performance on the examination; structured panel interviews; performance assessments; reviews of application materials; resumes; updated applications; written exercises or work samples; skills checklists; and performance reviews possession of desirable qualifications described on the examination announcement, etc. In determining the appropriate post-referral selection screening criteria and processes, the department will give consideration to the complexity of the exam instrument (e.g. whether it was a T&E, or a multi-component exam), how long ago the examination was administered, whether the examination included an interview

panel on which the hiring manager/supervisor (the appointing officer's designee) participated, the propensity for or likelihood of complaints, the type of position to be filled and the level of responsibility of that position, etc.

Although not required, the Civil Service Commission and the Department of Human Resources highly recommend that the department head/designee interview the remaining candidates in order to select the best-qualified individual. The interview panel should be as diverse as possible and must ask job-related questions.

The department is required to maintain documentation of all screening and selection criteria and may be subject to audit by the Department of Human Resources or the Civil Service Commission.

DHR notifies all reachable eligibles when their names are referred to a department for consideration. Departments are required to notify all unsuccessful reachable eligibles that they were not selected for the position.

Are Provisional Employees Guaranteed Permanent Civil Service Appointment?

NO. The Civil Service Commission Rules that regulate the merit system specifically state that provisional employees shall not acquire the right or preference for permanent civil service appointment (Rule 14). This means that provisional employees must successfully compete in a civil service examination process and be reachable on an eligible list to be considered for permanent civil service appointment (Rule 14). A provisional employee who was hired pursuant to a valid recruitment and selection process may be selected for permanent appointment without the department engaging in any further post-referral selection process (including interviewing that individual or any other candidate) if the provisional employee: a) successfully completed the examination process; b) is on the eligible list; c) is reachable on the eligible list; and d) is performing competently and effectively in the department. The department head/designee may also decide that another reachable eligible is the best qualified for the job, in which case, the provisional employee would be displaced.

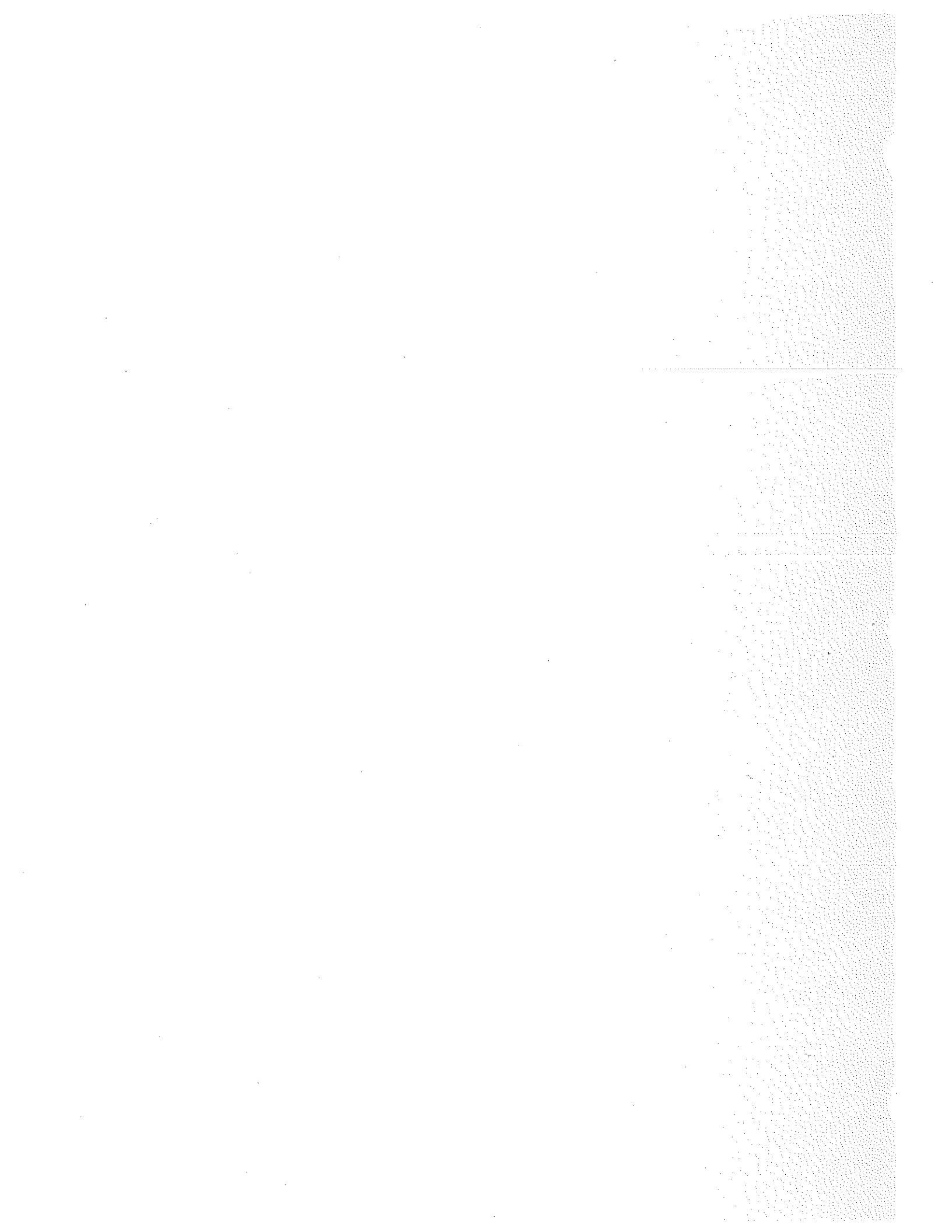
Questions:

Department of Human Resources: 557-4800
 Merit System Services: 557-4923
 Employee Relations Division: 557-4990
 Internal Services: 557-4849
 Equal Employment Opportunity: 557-4832



The San Francisco Civil Service Commission
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Executive Officer's
Staff Report





CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

Date: July 7, 2014

To: Civil Service Commission

From: Jennifer Johnston, Executive Officer

Subject: **Proposed Revisions to the Civil Service Rules on Certifications and Referrals**

I. Overview

This staff report is submitted in response to the Department of Human Resources' ("DHR") proposed revisions to Civil Service Rule 113—Certification of Eligibles in Volume I and Civil Service Adviser No. 008/2000—Selection from Civil Service Eligible Lists, as reflected in its memorandum to the Civil Service Commission ("Commission") dated June 26, 2014.

The revisions to Civil Service Rule 113 that DHR is proposing have been reviewed and approved by the members of the Commission's Committee on Policy Procedures and Rules (COPAR).¹ However, in considering DHR's proposed amendments, the Executive Officer recommends that the Commission also consider revising other sections of the Civil Service Rules to ensure that they are consistent with those amendments. Specifically, the proposed amendments to Civil Service Rule 113, if approved, will also require revisions to Civil Service Rule 111A—Position-Based Testing (see Attachment A) and Civil Service Rule 112—Eligible Lists (see Attachment B).

Additionally, the Municipal Transportation Agency ("MTA") has requested parallel revisions to the Civil Service Rules for service-critical employees in Volume IV (see Attachment C). However, the Executive Officer does not recommend making similar revisions to the Civil Service Rules applicable to uniformed members of the San Francisco Police Department (Volume II) or the San Francisco Fire Department (Volume III), since some of the Rule provisions on certifications and referrals applicable to those employees are significantly different than those in Volumes I and IV.

II. Authority

Charter Section 10.101, General Powers and Duties, provides as follows:

"Changes to the rules may be proposed by members of the Commission, the Executive Assistant or the Human Resources Director and approved or rejected by the Commission. The Commission may, upon ten days' notice, make changes in the rules, which changes

¹ COPAR has been regularly convened by the Executive Officer since at least 1995. It is intended to provide a forum for senior-level human resources managers to discuss subjects of common interest under the Civil Service Commission's jurisdiction.

shall thereupon be printed and be in force; provided that no such changes in rules shall affect a case pending before the Commission.”

Civil Service Rule Series 01.5, Amendment of Rules, provides:

“The Commission may at any time amend these Rules. Any such proposed amendment shall be posted for a minimum of ten (10) consecutive calendar days prior to adoption. Upon adoption, changes in the Rules shall be in effect and shall be printed. No change in the Rules shall affect a case pending before the Civil Service Commission.”

III. Recommendation

In the event that the Commission approves the proposed revisions to Civil Service Rule 113 and Civil Service Adviser 08, the Executive Officer recommends that the Commission adopt this staff report and direct the Executive Officer to:

- Post the proposed revisions to Civil Service Rule Series 13--Certification of Eligibles (as reflected in the attachment to DHR's staff report), 11A--Position-Based Testing (Attachment A) and 12--Eligible Lists (Attachment B) in Volumes I and IV;
- Post the proposed revisions to Civil Service Adviser--08 Selection from Civil Service Eligible Lists (as reflected in the attachment to DHR's staff report); and
- Meet and discuss the proposed revisions to the Rules and the Adviser with any interested stakeholders.

IV. Attachments

Attachment A: Proposed Revisions to Civil Service Rule 111A--Position-Based Testing

Attachment B: Proposed Revisions to Civil Service Rule 112--Eligible Lists

Attachment C: Proposed Parallel Revisions to the Civil Service Rules in Volume IV

ATTACHMENT A

Rule 111A Position-Based Testing

Article VII: Certification of Eligibles

Applicability: Article VII, Rule 111A shall apply to examinations designated to the Position-Based Testing Program and shall apply to employees in all classes except the Uniformed Ranks of the Police and Fire Departments, and MTA Service-Critical positions or classes.

Sec. 111A.28 Certification and Use of the Eligible List

111A.28.1 The Department of Human Resources shall certify to the appointing officer the names of eligibles that are reachable within the applicable certification rule. Except for circumstances beyond the control of the Department of Human Resources, the initial ~~Notice of Certification~~ Notice of Certification to eligibles as provided elsewhere in the Civil Service Rules shall be issued within fifteen (15) business days from the date of adoption of an eligible list.

~~111A.28.2 If all eligibles at a score waive appointment or fail to respond within specified time limits, the appointing officer may request supplementary certification(s) from the next highest score(s).~~

Sec. 111A.29 Certification of Eligibles – Minimum Allowable Certification Rule

111A.29.1 The minimum (i.e. most restrictive) certification rule shall be the Rule of Three Scores.

111A.29.2 The most restrictive formula for application of the Rule of Three Scores shall be:

1) When there is one (1) approved personnel requisition on file for a class, the Department of Human Resources shall certify to the appointing officer the number of scores equal to the number of the certification rule. For example, three (3) scores will be certified for a position with a certification Rule of Three Scores.

2) When there are two (2) or more approved personnel requisitions on file for the same class, the number of scores certified shall be equal to the number of positions to be filled plus the number of scores in the certification rule minus one. For example, if twelve (12) requisitions are to be filled under a Rule of Three Scores, the number of scores certified is $12 + 3 - 1 = 14$.

[...]

Comment [JJ1]: This is covered under k. 113 as revised.

Sec 111A.5 Civil Service Commission Rules for Position-Based Testing

111A.5.1 All examination provisions for Position-Based Testing are specified in Rule 111A. Provisions specified in Civil Service Commission Rule 105.12.1, 105.12.4 and 105.20 do not apply to the Position-Based Testing Program. Examination provisions specified in Civil Service Commission Rules 110, 111 Articles I and II, 112 Articles I – IV, and 113 Articles II and VI, do not apply to the Position-Based Testing Program.

ATTACHMENT B

Rule 112 Eligible Lists

Article I: Administration of Eligible Lists

Applicability: Article I, Rule 112, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments, MTA Service-Critical classes, and those represented by the Transport Workers Union, Locals 200 and 250A.

[...]

Sec.112.12 Maintenance of Eligibility

112.12.1 Except as otherwise provided in these Rules, eligibles who fail to possess or maintain the qualifications required by law and by the terms of the examination announcement under which they participated shall forfeit their eligibility.

112.12.2 Except for persons designated as "holdovers," promotive eligibles on a combined promotive and entrance eligible list who are separated from the City and County Service shall have all promotive credit points deleted from their final scores in the examination and their ranks on the eligible list shall be reduced accordingly. If re-employed and if the eligible list has not expired, upon written request and with the approval of the Human Resources Director, such promotive credit points and the previous rank shall be restored.

112.12.3 Except for persons designated as "holdovers," eligibles on a promotive only eligible list who are separated from the City and County service shall be removed from such eligible list. If re-employed and if the eligible list has not expired, upon written request and with the approval of the Human Resources Director, the person may be returned to the eligible list with promotive credit points and previous rank restored.

112.12.4 The Human Resources Director is authorized to remove eligibles from an eligible list in accordance with the conditions specified above.

Sec.112.13 The Use of Eligible Lists

Except for circumstances beyond the control of the Department of Human Resources, the initial ~~n~~Notice of Certification to eligibles as provided elsewhere in the Civil Service Rules shall be issued within thirty (30) days from the date of adoption of an eligible list.

[...]

Rule 112 Eligible Lists

Article II: Eligible Lists and Eligibility

Applicability: Article II, Rule 112, shall apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; excluding MTA Service-Critical classes.

[...]

Sec.112.17 Official Adoption Date

- 112.17.1 Pending the official adoption of an eligible list, a tentative eligible list shall be posted. Any protests must be filed in the office of the Department of Human Resources during the posting period. After the posting period and in the absence of protests on ratings, tentative eligible lists shall automatically become official as posted.
- 112.17.2 If protests are received during the posting period, the investigation and action of the Human Resources Director shall be expedited so that final adoption of the eligible list is not delayed beyond sixty (60) days after the date of posting.
- 112.17.3 Eligibles who, as a result of their ranking, would receive a notice of appointment regardless of the outcome of the protest(s), may be offered employment from adopted lists pending the resolution of any protest(s) and amendment to the adopted eligible list.
- 112.17.4 Changes in an eligible list because of clerical errors or re-ratings shall not change the date of adoption of the eligible list.

Sec.112.18 Duration of Eligibles

- 112.18.1 As provided in these Rules, examination announcements shall state the duration of the eligible list. If the expiration date falls on a Saturday, Sunday or legal holiday, the removal of all names shall be effective at the close of business on the following business day.
- 112.18.2 Prior to abolishing any list, pursuant to the provisions of this Rule, one (1) month notice shall be given to remaining eligibles and the recognized employee organization representing the class affected and eligibles so notified shall be given a final opportunity to accept appointment to positions available.

Sec.112.19 Use of Eligible Lists

Except for circumstances beyond the control of the Department of Human Resources, the initial Notice of certification-Certification to eligibles as provided elsewhere in the Civil Service Rules shall be issued within thirty (30) days from the date of adoption of the eligible list.

Comment [111]: This language mirrors the language in Section 112.13

ATTACHMENT C

Rule 411A Position-Based Testing

Article VII: Certification of Eligibles

Applicability: Article VII, Rule 411A shall apply to examinations designated to this Position-Based Testing Program and shall apply to employees in all MTA Service-Critical positions or classes.

Sec. 411A.29 Certification and Use of the Eligible List

411A.29.1 The Municipal Transportation Agency shall certify to the appointing officer the names of eligibles that are reachable within the applicable certification rule. Except for circumstances beyond the control of the Municipal Transportation Agency, the initial ~~Notice of~~ Notice of eCertification to eligibles as provided elsewhere in the Civil Service Rules shall be issued within fifteen (15) business days from the date of adoption of an eligible list.

~~**411A.29.2** If all eligibles at a score waive appointment or fail to respond within specified time limits, the appointing officer may request supplementary certification(s) from the next highest score(s).~~

Sec. 411A.30 Certification of Eligibles – Minimum Allowable Certification Rule

411A.30.1 The minimum (i.e., most restrictive) certification rule shall be the Rule of Three Scores.

411A.30.2 The most restrictive formula for application of the Rule of Three Scores shall be:

1) When there is one (1) approved personnel requisition on file for a class, the Municipal Transportation Agency shall certify to the appointing officer the number of scores equal to the number of the certification rule. For example, three (3) scores will be certified for a position with a certification Rule of Three Scores.

2) When there are two (2) or more approved personnel requisitions on file for the same class, the number of scores certified shall be equal to the number of positions to be filled plus the number of scores in the certification rule minus one. For example, if twelve (12) requisitions are to be filled under a Rule of Three Scores, the number of scores certified is $12 + 3 - 1 = 14$.

[...]

Rule 412 Eligible Lists

Article I: Administration of Eligible Lists

Applicability: Article I, Rule 412, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) except those represented by the Transport Workers Union (TWU), Locals 200 and 250A.

[...]

Sec. 412.12 Maintenance of Eligibility

- 412.12.1 Except as otherwise provided in these Rules, eligibles who fail to possess or maintain the qualifications required by law and by the terms of the examination announcement under which they participated shall forfeit their eligibility.
- 412.12.2 Except for persons designated as "holdovers," promotive eligibles on a combined promotive and entrance eligible list who are separated from the City and County service shall have all promotive credit points deleted from their final scores in the examination and their ranks on the eligible list shall be reduced accordingly. If re-employed and if the eligible list has not expired, upon written request and with the approval of the MTA Director of Transportation/Designee, such promotive credit points and the previous rank shall be restored.
- 412.12.3 Except for persons designated as "holdovers," eligibles on a promotive only eligible list who are separated from the City and County service shall be removed from such eligible list. If re-employed and if the eligible list has not expired, upon written request and with the approval of the MTA Director of Transportation/Designee, the person may be returned to the eligible list with promotive credit points and previous rank restored.
- 412.12.4 The MTA Director of Transportation/Designee is authorized to remove eligibles from an eligible list in accordance with the conditions specified above.

Sec. 412.13 The Use of Eligible Lists

Except for circumstances beyond the control of the MTA, the initial Notice of Certification to eligibles as provided elsewhere in the Civil Service Rules shall be issued within thirty (30) days from the date of adoption of an eligible list.

[...]

Rule 412 Eligible Lists

Article II: Eligible Lists and Eligibility

Applicability: Article II, Rule 412, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

[...]

Sec. 412.17 Official Adoption Date

- 412.17.1 A tentative eligible list shall be posted. Any protests must be filed in the office of the MTA Director of Transportation/Designee during the posting period. After the posting period and in the absence of protests on ratings, tentative eligible lists shall automatically become official as posted.
- 412.17.2 If protests are received during the posting period, the investigation and action of the MTA Director of Transportation/Designee shall be expedited so that final adoption of the eligible list is not delayed beyond sixty (60) days after the date of posting.
- 412.17.3 Eligibles who, as a result of their ranking, would receive a notice of appointment regardless of the outcome of the protest(s), may be offered employment from adopted lists pending the resolution of any protest(s) and amendment to the adopted eligible list.
- 412.17.4 Changes in an eligible list because of clerical errors or re-ratings shall not change the date of adoption of the eligible list.

Sec. 412.18 Duration of Eligibles

- 412.18.1 As provided in these Rules, examination announcements shall state the duration of the eligible list. If the expiration date falls on a Saturday, Sunday or legal holiday, the removal of all names shall be effective at the close of business on the following business day.
- 412.18.2 Prior to abolishing any list, pursuant to the provisions of this Rule, one (1) month notice shall be given to remaining eligibles and the recognized employee organization representing the class affected and eligibles so notified shall be given a final opportunity to accept appointment to positions available.

Sec. 412.19 Use of Eligible Lists

Except for circumstances beyond the control of the MTA, the initial Notice of Certification to eligibles as provided elsewhere in the Civil Service Rules shall be issued within thirty (30) days from the date of adoption of the eligible list.

[...]

Rule 413 Certification of Eligibles

Article V: Administration of Certifications

Applicability: Unless otherwise noted, Article V, Rule 413, shall apply to all Service-Critical classes at the Municipal Transportation Agency (MTA).

Sec. 413.10 ~~Response Period~~ Notice of Certification

~~413.10.1 Notice of Inquiry~~

- ~~1) Eligibles are required to respond in writing to the Office of the MTA Director of Transportation/Designee within five (5) business days of the date of such notice.~~
- ~~2) The MTA Director of Transportation/Designee may authorize that eligibles be polled by telephone; provided, however, that eligibles who cannot be reached by telephone shall not be penalized or adversely affected in any way.~~

~~413.10.2 Notice of Certification~~

- ~~1) Eligibles are required to respond to the Office of the MTA Director of Transportation/Designee within five (5) business days after the date of such Notice.~~
- ~~2) Eligibles are required to notify the MTA Director of Transportation/Designee as to their certification status within seven (7) business days after the date of the Notice of Certification.~~

413.10.1 For each available position, the MTA Director of Transportation/Designee shall certify to the hiring MTA department(s) the names of all eligibles who are reachable pursuant to the established certification rule.

413.10.2 The MTA Director of Transportation/Designee shall simultaneously notify each eligible of such certification to the hiring MTA department(s). This Notice of Certification shall be informational only and shall not require a response from the eligibles.

Sec. 413.11 Optional Departmental Inquiry

413.11.1 Upon receipt of the Notice of Certification by the MTA Director of Transportation/Designee, the hiring MTA department may choose to issue at its option a Departmental Inquiry to all reachable eligibles for the purpose of:

- 1) Assessing the interest of all reachable eligibles in the specific position in the department; and/or
- 2) Requesting additional information or submissions from all reachable eligibles as part of a post-referral selection process

413.11.2 In the event that the hiring department elects to send the optional Departmental Inquiry to all reachable eligibles:

- 1) Eligibles shall be afforded at minimum five (5) business days to respond to a Departmental Inquiry. Response period time limits may be extended by the MTA Director of Transportation/Designee.
- 2) If all eligibles at a score waive the opportunity and/or fail to respond within the time limit established in the Departmental Inquiry, the hiring department may request from the MTA Director of Transportation/Designee a supplementary certification(s) from the next highest score(s) in accordance with the provisions of this Civil Service Rule.

Sec. 413.12 Certification Results

- 3) MTA departments are required to notify the MTA Director of Transportation/Designee of the results of a certification within ~~twenty (20) business~~sixty (60) calendar days after the date of the Notice of Certification. This deadline may be extended by the MTA Director of Transportation/Designee.

~~413.10.3 Extensions~~

~~Response period time limits may be extended by the MTA Director of Transportation/Designee.~~

~~Sec. 413.11 Effect of Failure to Respond~~

- ~~413.11.1 An eligible who fails to respond within the time limits provided shall be placed under general waiver on the eligible list until such time as the waiver is withdrawn in accordance with these Rules.~~

~~Sec. 413.11 Effect of Failure to Respond (cont.)~~

- ~~413.11.2 Unless the MTA Director of Transportation/Designee determines that unusual circumstances exist which would create an undue hardship, a department that fails to respond within the time limits provided may be required to present the reasons for the delay to the Commission.~~

Sec. 413.1213 Waivers

413.1213.1 General Waivers

An eligible may be placed on an inactive status under general waiver of certification on an eligible list as follows:

- 1) At the eligible's written request. Such waivers shall be effective on the next business day.
- 2) ~~For failure to respond to a Notice of Certification or Inquiry within the prescribed time limits.~~
- 3) ~~For failure to notify the MTA as to the eligible's status within seven (7) days following certification.~~

42) A person appointed to a permanent position shall be under general waiver for all appointments on all eligible lists for the same class. ~~A person appointed to a temporary position shall be under general waiver for temporary appointment on all eligible lists for the same class.~~ Such waiver may not be withdrawn unless ordered by the MTA Director of Transportation/Designee.

53) For reasons prescribed elsewhere in these Rules.

64) An eligible under general waiver shall not be certified to any position on the eligible list until the eligible notifies the MTA to withdraw such waiver in writing as prescribed in these Rules. General waivers imposed by the Commission or MTA Director of Transportation/Designee may not be removed unless ordered by the Civil Service Commission or MTA Director of Transportation/Designee.

413.123.2 Waiver of Part-Time Employment

Any permanent part-time position may be declared by the MTA Director of Transportation/Designee to be under conditional waiver and ~~eligibles may then waive certification without penalty for.~~ An eligible who accepts appointment to a full permanent part-time position. ~~An eligible who accepts such appointment shall retain eligibility for appointment to a permanent full-time position.~~

413.123.3 Conditional Waivers

Except as provided by the examination announcement, waiver of certification to positions with unusual employment circumstances or special conditions of employment may be imposed by:

- 1) the eligible to be effective the next business day;
- 2) the Civil Service Commission; or
- 3) the MTA Director of Transportation/Designee.

Conditional waivers on an eligible list imposed by the eligible shall remain in force until withdrawn in accordance with these Rules.

413.123.4 Effects of Waivers

- 1) A general or conditional waiver of certification by an eligible having standing on more than one (1) list in the same class shall apply to any existing list for the same class.
- 2) An eligible who waives certification to a position covered by conditional waivers shall not be certified to a position requiring those conditions from that list until such waiver is removed in accordance with the provisions of these Rules.
- 3) Unless otherwise provided in the examination announcement, eligibles may refuse consideration for temporary or permanent appointment from two (2) Notices of Certification offers of employment resulting from certification off of the eligible list. ~~Refusal of consideration from the third (3rd) Notice of Certification offer of employment shall result in the removal of the eligible's name from that eligible list and all other lists in that class. The non-selection by the department of an available eligible shall not be recorded as a refusal.~~

~~4) Unless otherwise ordered by the MTA Director of Transportation/Designee, if one (1) Notice of Certification is issued for more than one (1) department or position and the eligible refuses a position not previously waived, a refusal shall be recorded against the eligible's name on the list.~~

413.123.5 Withdrawal of Waivers

- 1) Withdrawal of general or conditional waivers imposed by the eligible must be filed in writing with the MTA.
- 2) Such requests must be received in the Office of the MTA Director of Transportation/Designee before the close of business on the third (3rd) Friday of the month to be effective the first (1st) business day of the following month. In the event the third (3rd) Friday is a legal holiday, such requests must be received by the close of business on the next business day.
- 3) Withdrawal of waivers which have been imposed by the Commission or the MTA Director of Transportation/Designee may be authorized at any time and become effective the first (1st) business day of the following month unless specifically ordered otherwise.
- 4) ~~Withdrawal of waivers shall not interfere with nor affect the rights of eligibles next in line whose names have been certified to the MTA hiring department for certification consideration and to whom Notices of Certification have already been mailed and who have been or may be appointed in response to such notices.~~
- 5) Immediate withdrawal of waiver may be authorized by the MTA Director of Transportation/Designee, if it is determined that such immediate withdrawal of waiver is in the best interests of the Service.

Sec. 413.143 Change of Address

~~In all cases of change of address, the Office of the MTA Director of Transportation/Designee must be notified in writing separately for each class involved. Notice of change of address to the Post Office and/or the employee's current department only shall not be a reasonable excuse for special consideration in case of failure to respond to any notice within time limits. It is the responsibility of eligibles to notify the MTA of any change of address.~~

[...]

**Commissioners'
Announcements/
Request**

Adjournment