

# 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

SANDRA ENG  
ACTING EXECUTIVE OFFICER

## AGENDA Regular Meeting October 6, 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

SEPARATIONS 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](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civil\\_service/](http://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 (4<sup>th</sup>) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

**D. Policy on Materials being Considered by the Commission**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at [www.sfgov.org/Civil\\_Service](http://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

Regular Meeting of October 6, 2014

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/](http://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](mailto:sotf@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://www.sfgov.org/bdsupvrs/sunshine).

### **San Francisco Lobbyist Ordinance**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco  
Civil Service Commission

Agenda for Regular Meeting  
October 6, 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. Roccanova

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

APPROVAL OF MINUTES - Action Items

(3) Regular Meeting of September 15, 2014

**Recommendation:** Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

**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. 0213-14-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
49852-14/15	Mayor	\$875,000	Contractor shall conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to federal legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with federal legislators. This requires maintaining good relationships with the staff of federal legislators.	Regular	9/30/2016
46096-14/15	Department of Emergency Management	\$350,000	Department of Emergency Management (DEM) is seeking a consulting firm with extensive Next Generation 9-1-1 telephone system expertise to plan and design the replacement of their current 9-1-1 telephone system. The consultant shall have extensive project management experience in implementing a National Emergency Number Association's recommended NG9-1-1 network and system. The consultant must have experience working with large public safety communication agencies and the unique technical and operational requirements of an agency the size of San Francisco. The Consultant will assess the existing system; define business and technical requirements; develop a detailed scope of work for submittal of a Request for Quote proposal; provide recommendations on a next generation system; and assist DEM in the vendor selection.	Regular	9/30/2016
41756-14/15	Public Utilities Commission	\$7,000,000	San Francisco Public Utilities Commission (SFPUC) intends to award two (2) agreements, at \$3.5 million each, to perform engineering services to support SFPUC civil, structural, electrical, mechanical engineering staff, and for other specialized engineering services needed to complete engineering design projects at the Oceanside Water Pollution Control Plant as part of the Sewer System Improvement Program (SSIP).	Regular	12/31/2022
44655-13/14	Airport Commission	\$5,000,000	Contractor will provide engineering support services for airfield projects at San Francisco International Airport (SFO), including, but not limited to: special design services, studies, surveys and reports for projects in the planning and design development phases. Anticipated tasks include general, civil, electrical, mechanical, and utility engineering as related to airfield design. Engineering support for airfield improvement projects are required for runway, taxiway, apron, infield, and roadway pavements; underground infrastructure; industrial waste, sewer, and drainage pump stations; and telecommunication and high voltage infrastructure.	Regular	6/30/2020

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
39272-13/14	Emergency Management	Current Approved Amount \$98,000 Increase Amount Requested \$52,000 New Total Amount Requested \$150,000	Project Senoia, organized through the San Francisco Department of Emergency Management (DEM), is a user designed, open source, custom data entry form and database designed to streamline medical planning for public events in San Francisco. Using existing protocols for medical planning and public events, the San Francisco DEM seeks a prototyped and user tested data entry form and database solution which provides an interface for requested data from event promoters and medical providers for events exceeding 2,500 attendees. The solution must demonstrate substantive back-end support to maintain a database of multiple events (exceeding 2,000) per year with the potential for multiple event years within the database archive. Additionally, the system must include the following capabilities: unique user login, custom data entry form, custom documentation and the ability for users to edit requests post review from Regulators, searchable content capability, ability to upload files and images, and the potential for mapping capabilities, through Google Maps.	Modification	Current Approved Duration 5/1/2014-4/30/2017

**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) **Secondary Criteria for Q-80 Captain and Q-60 Lieutenant Announcements. (File No. 0214-14-5) – Action Item**

**Recommendation:** Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q-80 Captain and Q-60 Lieutenant.

- (9) **Request for Status Grant of Temporary Civil Service Employee, Amy L. Dawson, Class 0922 formerly of the San Francisco Redevelopment Agency. (File No. 0215-14-1) – Action Item**

**Recommendation:** Grant Permanent Civil Service status to Amy L. Dawson in Class 0922 Manager I.

- (10) **Appeal by Michael B. McGowan of the minimum qualifications of the class 7258 Maintenance Machinist Supervisor I (PBT-7258-063936) examination. (File No. 0187-14-4)– Action Item**

**Recommendation:** Deny the appeal of Michael B. McGowan; uphold the decision of the Director of Transportation.

- (11) **Recommendation to amend Civil Service Rule 412.30 Tenure of Eligible Lists; and Rule 412.31 Provision for Automatic Expiration of Eligible Lists. (File No. 0216-14-5) – Action Item**

**Recommendation:** Accept the Acting Executive Officer’s report; direct the Acting Executive Officer to post the proposed Rule 412.30 and 412.31 for adoption following meet and confer with the affected labor union.

SEPARATIONS AGENDA

- (12) Request for Hearing by Augustine Fallay on his Future Employment Restrictions with the City and County of San Francisco. (File No. 0126-06-7) – Action Item

Recommendation: Deny the appeal of Augustine Fallay and adopt the report.

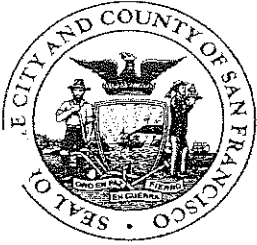
- (13) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

- (14) 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 September 15, 2014

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

E. DENNIS NORMANDY  
PRESIDENT

DOUGLAS S. CHAN  
VICE PRESIDENT

KATE FAVETTI  
COMMISSIONER

SCOTT R. HELDFOND  
COMMISSIONER

GINA M. ROCCANOVA  
COMMISSIONER

SANDRA ENG  
ACTING EXECUTIVE OFFICER

### CALL TO ORDER

2:06 p.m.

### ROLL CALL

President E. Dennis Normandy	Present
Vice President Douglas S. Chan	Present
Commissioner Scott R. Helffond	Present
Commissioner Kate Favetti	Present
Commissioner Gina M. Roccanova	Present

President E. Dennis Normandy 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)

Joanna Cameron, a 2548 Occupational Therapist with the San Francisco Unified School District, expressed her concern and frustration with the District's policy on benefits for temporary exempt employees, and the fact that she had to wait a significant period of time until she received access to paid vacation time.

Ging Louie, IFPTE Local 21, added to Ms. Cameron's testimony, and expressed his belief that leave benefits under the Charter and Civil Service Commission Rules should extend to temporary exempt employees of the San Francisco Unified School District as well since it is a part of the City and County of San Francisco.

Dr. Espanola Jackson, Black Human Rights Leadership Counsel, expressed her concern about a recent article published in the San Francisco Chronicle alleging that Airport Commissioner Larry Mazzola has made efforts to halt maintenance work at Housing Authority residents as leverage for his reappointment to the Airport Commission; and that Mr. Mazzola had used his position as Airport Commissioner to obtain employment for his friends and family at the exclusion of others. Dr. Jackson requested an investigation into the allegations.

THIS DOCUMENT SUPPORTS  
CALENDAR ITEM 3

Karen Huggins, President of the Holly Courts Council and CEO of the San Francisco Residence Union, also requested that Airport Commissioner Larry Mazzola actions be investigated.

**APPROVAL OF MINUTES (Item No. 3)**

Regular Meeting of August 18, 2014

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

**Special Meeting of August 22, 2014 (Item No. 4)**

**Action:** Adopted the minutes.  
(Vote of 4 to 0; Commissioner Roccanova did not vote on the item, as was not present at the meeting of August 22, 2014 due to an excused absence.)

**ANNOUNCEMENTS (Item No. 5)**

None.

**HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)**

None.

**EXECUTIVE OFFICER'S REPORT (Item No. 7)**

Executive Officer Jennifer Johnston made the following four announcements: 1) One appeal had been administratively resolved for the month of August. The appeal was a rejection of an application for the 1803, Performance Analyst I position. The Controller's office informed the Civil Service Commission (CSC) that they had qualified the individual upon his submission of additional documentation to verify his education; therefore, the Executive Officer closed the file on his appeal. 2) Ms. Johnston welcomed Suzanne Choi, as the new Department of Human Resources' Personal Service Contracts Coordinator. 3) The Sunshine Ordinance Taskforce reviewed a draft finding submitted a Task Force Member at its meeting on September 3, 2014, regarding the complaint by Frank Lee and the Commission's policy on Closed Session proceedings involving confidential peace officer records. As the Task Force is skeptical of the City Attorney's Office's opinion, they will hold another hearing to determine Penal Code requirements and the sufficiency of the Commission's (and Police Commission's) policy. 4) Ms. Johnston announced that this would be her final CSC meeting. She thanked her staff for their hard work, patience and dedication during her service as the Executive Officer. Ms. Johnston also conveyed her sincere gratitude in having the opportunity to serve as the Commission's Executive Officer, and commended the Commission for its utmost and unwavering thoughtfulness, dedication, prudence and professionalism. President Normandy returned the heartfelt gratitude and warm farewell.

RATIFICATION AGENDA**0191-14-8 Review of Request for Approval of Proposed Personal Services Contracts.  
(Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
46384-13/14	Controller	\$200,000	Vendor will provide installation and configuration support of Oracle's Engineered Systems (Exadata and Exalogic) in order to ensure that the systems are installed and configured correctly in order to provide the performance and redundancy necessary to support the mission critical human resources, benefits and payroll processes of eMerge PeopleSoft 9.0 that will run on the Exadata and Exalogic systems. The Engineered Systems are new to the City and the pay period ending 6/6/2014 will be the first payperiod that the Engineered Systems are used to pay employees. Additional support during the first year of operations is requested in order to ensure that the systems, people and processes the City has deployed to support the new Exadata and Exalogic systems are functioning as expected.	Regular	6/30/2015
41873-14/15	Public Utilities Commission	\$16,000,000	The Water Enterprise is responsible for managing the transmission, treatment, storage and distribution of potable water to SF's customers plus the operation and maintenance of the storage of non-potable reservoirs, hydroelectric and power facilities (switchyards, transmission lines and distribution lines) and the roads and bridges within the Hetch Hetchy Water and Power (HHWP) project. Contractors will provide services related to operations and management of the HHWP Division. The work includes short duration services in water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power, and division operations and management services. These as-needed tasks include work to meet Federal and State environmental and regulatory agency reporting requirements, conduct ongoing studies and implementation planning to meet the requirements of the Hetchy System Improvement Program (HSIP), as well as support for projects like the San Joaquin Pipeline (SJPL) inspection program. More highly experienced technical support will be required for dam and facility inspections.	Regular	11/1/2019
49397-14/15	Public Utilities Commission	\$300,000	Administer a program that sells discounted residential "laundry-to-landscape" graywater kits, rain barrels and cisterns and provides training and on-site consultation to participants on proper installation and use. Administration also to include program promotion, screening and verification of participant eligibility per San Francisco Public Utilities Commission (SFPUC) criteria, monthly reporting of program participation and progress.	Regular	12/31/2018
40875-14/15	Public Works	\$7,000,000	DPW is seeking an Architectural/Engineering (A/E) Team to be integrated with a City Staff Team to deliver comprehensive architectural, engineering and related services to plan and develop the functional, performance and technical criteria package, and assist in procurement of Design Build Entity for the design and construction of a new Rehabilitation Detention Facility (RDF).	Regular	9/30/2019
41211-14/15	Public Works	\$4,000,000	Department of Public Works (DPW) is seeking a team of qualified consultants to provide construction management support services to the City staff to address the specialized expertise and temporary peak workloads during the pre-construction and construction phases services of the new Traffic Company & Forensic Services Division (TC&FSD) facility. Services include, but are not limited to, budgeting and cost estimating, construction scheduling, constructability reviews, construction administration, and LEED/sustainable building construction management.	Regular	12/31/2018

Civil Service Commission Meeting Minutes

Regular Meeting of September 15, 2014

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
49708-13/14	Technology	\$1,500,000	The City is seeking a vendor to design a unified communications system for the New General Hospital (Building 25). The system needs be designed to requirements, staged, implemented so as to be stood up and tested and work with existing Department of Public Health systems. Also, the vendor is expected to give technical and end-user training. Vendor is expected to provide after execution support, until June of 2016 (6 months after Building 25 goes live), be available to ensure that various turnover and Mpves, Adds and Changes tasks are handled smoothly, and high-level support. After implementation with target date of May 2015, the vendor shall keep resources on-site through move-in and for one month after, with a ramp-down to fewer resources for the six months after that. Ongoing support for the system will be required as well. The vendor as part of the implementation will be required to help users onto the system for approximately 1,000 users.	Regular	6/30/2019
4004-12/13	Arts Commission	Current Approved Amount \$330,000 Increase Amount Requested \$180,000 New Total Amount Requested \$510,000	Eight WritersCorps Artists-in-Residence will conduct creative writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to June.	Modi- Fication	Current Approved Duration 9/1/2012- 6/30/2013  Additional Duration Requested 7/25/2014- 6/30/2015
38452-13/14	Municipal Transportation Agency	Current Approved Amount \$100,000 Increase Amount Requested \$400,000 New Total Amount Requested \$500,000	The scope remains as in the earlier contract in addition to the following reasons. Due to the discovery of fuel leaks from three (3) abandoned underground fuel storage tanks adjacent to the project site, more volumes of the excavated soil is expected to be contaminated with hydrocarbon fuels. It is estimated that 30% of the excavation volumes will be contaminated. The modification reflects the estimated increase in the cost for testing and handling the additional soils.	Modi- Fication	Current Approved Duration 5/22/2014- 3/31/2018
4102-10/11	Public Works	Current Approved Amount \$12,000,000 Increase Amount Requested \$15,000,000 New Total Amount Requested \$27,000,000	Consultants will perform highly specialized (1) civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, pier and marina renovation related work, traffic and speed data collection; (2) hydrologic engineering tasks that include preparation of sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, overflow and cumulative impact studies, water quality modeling; and (3) structural engineering tasks that include non-linear analysis, condition assessment reports, field investigations, peer reviews, value engineering, and consultation for various types of structures within Seismic Zone 4. The Department of Public Works (DPW) intends to award four (4) as-needed contracts not to exceed \$2,000,000 and a maximum term of 5 years each. The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts.	Modi- Fication	Current Approved Duration 7/1/2011- 1/9/2017  Additional Duration Requested 1/9/2015- 3/31/2020

**Speakers:**

Dennis McCormick, Controller's Office, spoke on PSC# 46384-13/14.  
 Jolie Gines, Department of Technology, spoke on PSC# 49708-13/14.  
 Jane Wang and Cynthia Hamada, San Francisco Municipal Transportation Agency spoke on PSC# 38452-13/14.

- Action:**
- 1) Approved PSC# 49708-13/14, with the condition that the Department of Technology works with the Executive Officer to amend PSC Form 1 Question 4A to clarify that the contract is for a project requiring special expertise, so that the PSC submission matches the source documents attached thereto. (Vote of 5 to 0)
  - 2) Approved the request for all remaining PSCs. Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

**CONSENT AGENDA**

**0192-14-1 San Francisco Unified School District's Report on Exempt Positions under Charter Sections 10.104-16 and 10.104-18 for Class 2615 Student Nutrition Worker. (Item No. 9)**

**Speakers:** Glynn Rogers, San Francisco Unified School District  
Jeanine Butler, Student Nutrition Worker  
Arlene Sharp, Student Nutrition Worker  
Lorraine Brower, Student Nutrition Worker  
Daz Lampars, SEIU Local 1021  
Josh Davidson, SEIU Local 1021

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

**0189-14-1 Department of Human Resources' Report on Exempt Positions under Charter Section 10.104.16 through 10.104.18. (Item No. 10)**

**Speakers:** Micki Callahan, Human Resources Director  
Justice Israel, Department of Human Resources

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

**0190-14-1 Department of Human Resources' Report on Future Employment Restrictions from January 1 through June 30, 2014. (Item No. 11)**

**Speakers:** None.

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

**0193-14-3 Certification of the Highest Prevailing Rate of Wages of Exhibit, Display, or Trade Show Work. (Item No. 12)**

**Speakers:** None.

**Action:** Adopted the report of the Office of Labor Standards Enforcement; Forwarded to the Board of Supervisors. (Vote of 5 to 0)

**REGULAR AGENDA**

**0196-14-5 Recommendation for Revisions to the Civil Service Commission's Policy on Personal Services Contracts. (Item No. 13)**

**Speakers:** Jennifer Johnston, Executive Officer  
Cynthia Hamada, San Francisco Municipal Transportation Agency  
Dr. Espanola Jackson, Black Human Rights Leadership Counsel

**Action:** Adopted the Executive Officer's report; directed the Executive Officer to post the proposed amendments to the Commission's Policy on Personal Service Contracts, with the Commission's additional revisions and on the condition that broiler plate language is added to the Notice of Actions; and directed the Executive Officer to meet and discuss the amendments with any interested stakeholders.  
(Vote of 5 to 0)

**0197-14-5 Recommendation to Amend Civil Service Rule Series 020, Leave of Absence to Expand the List of Persons for Whom Eligible City Employees may take Sick Leave due to Illness or Medical Appointment – Affecting all Employees. (Item No. 14)**

**Speakers:** Jennifer Johnston, Executive Officer  
Rebecca Rhine, MEA

**Action:** Continued to a future meeting date to allow time to research and analyze the application and impact of the AB1522, and with an interest in aligning sick leave provisions in the Civil Service Rules to the extent possible. (Vote of 5 to 0)

**COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 15)**

President Normandy requested staff to prepare necessary arrangements to recognize all of Ms. Johnston's exceptional work during her time as the Civil Service Commission's Executive Officer. Commissioner Favetti also congratulated Lizzette Henriquez, who was featured in an article in the San Francisco Chronicle addressing alternative types of housing, including multi-generational families.

**ADJOURNMENT (Item No. 16)**

3:23 p.m.

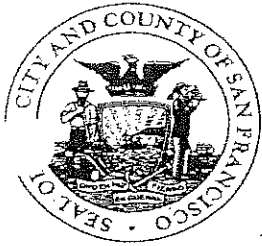


# ANNOUNCEMENTS

# 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

September 25, 2014

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

## NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 49852-14/15; 46096-14/15; 41756-14/15; 44655-13/14; AND 39272-13/14.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on **October 6, 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  
Karen Henderson, Mayor's Office of Housing & Community Development  
Mary Hom, Controller's Office  
Shamica Jackson, Public Utilities Commission  
Stacey Lo, Public Utilities Commission  
William Lee, Department of Emergency Management  
Commission File  
Commissioners' Binder  
Chron

THIS DOCUMENT SUPPORTS  
CALIFORNIA GOVERNMENT





Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: September 19, 2014

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director *[Signature]*

From: Karen Henderson, MYR  
William Lee, DEM  
Shamica Jackson / Stacey Lo, PUC  
Cynthia Avakian, AIR

Subject: **Personal Services Contracts Approval Request**

This report contains five (5) 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 FY2014-2015	Total for FY2014-2015
\$13,277,000	\$6,154,000	\$291,394,461

Karen Henderson  
Mayor's Office of Housing &  
Community Development  
1 South Van Ness Ave., 5<sup>th</sup> Flr.  
San Francisco, CA 94103  
415-701-5557

William Lee  
Department of Emergency Management  
1011 Turk Street  
San Francisco, CA 94102  
415-558-3866

Shamica Jackson  
Stacey Lo  
Public Utilities Commission  
525 Golden Gate Ave., 8th Floor  
San Francisco, CA 94102  
SJ: (415) 554-0727  
SL: (415) 554-1860

Cynthia Avakian  
Airport Commission  
Contracts Administration Unit  
POB 8097  
San Francisco, CA 94128  
(650) 821-2014



Table of Contents  
PSC Submissions

<b>Regular PSCs</b>	<b>Department</b>	<b>Page</b>
49852-14/15	Mayor	1
46096-14/15	Department of Emergency Management	13
41756-14/15	Public Utilities Commission	19
44655-13/14	Airport Commission	25
<b>Modification PSCs</b>		
39272-13/14	Department of Emergency Management	32

**POSTING FOR**

October 06, 2014

**PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2014-10-06

**APPLY**

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>
49852 - 14/15	MAYOR	\$875,000.00	Contractor shall conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to federal legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with federal legislators. This requires maintaining good relationships with the staff of federal legislators.	October 1, 2014	September 30, 2016
46096 - 14/15	DEPARTMENT OF EMERGENCY MANAGEMENT	\$350,000.00	Department of Emergency Management(DEM)is seeking a consulting firm with extensive Next Generation 9-1-1 telephone system expertise to plan and design the replacement of their current 9-1-1 telephone system. The consultant shall have extensive project management experience in implementing a National Emergency Number Associations i3 recommended NG9-1-1 network and system. The consultant must have experience working with large public safety communication agencies and the unique technical and operational requirements of an agency the size of San Francisco. The Consultant will assess the existing system; define business and technical requirements; develop a detailed scope of work for submittal of a Request for Quote proposal; provide recommendations on a next generation system; and assist DEM in the vendor selection.	November 24, 2014	September 30, 2016
41756 - 14/15	PUBLIC UTILITIES COMMISSION	\$7,000,000.00	San Francisco Public Utilities Commission (SFPUC) intends to award two (2) agreements, at \$3.5 million each, to perform engineering services to support SFPUC civil, structural, electrical, mechanical engineering staff, and for other specialized engineering services needed to complete engineering design projects at the Oceanside Water Pollution Control Plant as part of the Sewer System Improvement Program (SSIP).	January 2, 2015	December 31, 2022
44655 - 13/14	AIRPORT COMMISSION	\$5,000,000.00	Contractor will provide engineering support services for airfield projects at San Francisco International Airport (SFO), including, but not limited to: special design services, studies, surveys and reports for projects in the planning and design development phases. Anticipated tasks include general, civil, electrical, mechanical, and utility engineering as related to airfield design. Engineering support for airfield improvement projects are required for runway, taxiway, apron, infield, and roadway pavements; underground infrastructure; industrial waste, sewer, and drainage pump stations; and telecommunication and high voltage infrastructure.	November 3, 2014	June 30, 2020

**TOTAL AMOUNT \$13,225,000****ES**

**Posting for October 6, 2014  
Proposed Personal Services Contract  
Modification to Increase/Decrease Contract Amount/Duration**

PSC NO.	DEPARTMENT	TYPE OF APPROVAL	MODIFIED AMOUNT	CUMULATIVE AMOUNT	DESCRIPTION OF WORK	DATE
39272 - 13/14	EMERGENCY MANAGEMENT	Regular	\$52,000	\$150,000	<p>Project Senoia, organized through the San Francisco Department of Emergency Management (DEM), is a user designed, open source, custom data entry form and database designed to streamline medical planning for public events in San Francisco. Using existing protocols for medical planning and public events, the San Francisco DEM seeks a prototyped and user tested data entry form and database solution which provides an interface for requested data from event promoters and medical providers for events exceeding 2,500 attendees. The solution must demonstrate substantive back-end support to maintain a database of multiple events (exceeding 2,000) per year with the potential for multiple event years within the database archive. Additionally, the system must include the following capabilities: unique user login, custom data entry form, custom documentation and the ability for users to edit requests post review from Regulators, searchable content capability, ability to upload files and images, and the potential for mapping capabilities, through Google Maps.</p>	11/15/2014- 04/30/2017

**TOTAL MODIFIED AMOUNT: \$52,000**

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR -- MYR Dept. Code: MYR

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Federal Lobbying Service

Funding Source: General Fund PSC Duration: 2 years  
PSC Amount: \$875,000 PSC Est. Start Date: 10/01/2014 PSC Est. End Date: 09/30/2016

1. **Description of Work**

A. Scope of Work:

Contractor shall conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to federal legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with federal legislators. This requires maintaining good relationships with the staff of federal legislators.

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

Federal legislations and regulatory actions can be significant and profound impact on the budget of the City and the legal requirements used by City departments. Effective advocacy for the City in the nations' capital is critical to advancing and securing the City's interests, particularly on federal appropriation issues

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.  
PSC - 4125-08/09

D. Will the contract(s) be renewed? Unknown at this time

2. **Union Notification:** On 08/01/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49852 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/06/2014

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Extensive experience successfully representing municipal agencies on federal legislative and regulatory issues, including federal appropriations, tax legislation, accessing federal grants and government relations. Must perform the bulk of the work in Washington, D.C.

B. Which, if any, civil service class(es) normally perform(s) this work?  
1823,1824,

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 classes may be relevant to portions of the work, but there is no one particular class or group of classes that encompasses the knowledge, skills and expertise required for this work.

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

Lobbying for the City covers a breadth of issues, which each issue taking priority at different times depending on current legislation. Outside firms have a pool of experts on staff available, allowing them to tap into expertise as the need arises ... (see attachment).

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

**YES NO**

- |   |                                     |                                     |
|---|-------------------------------------|-------------------------------------|
| 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? Holland & Knight | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 08/29/2014 BY:

Name: Karen Henderson Phone: 701-5557 Email: karen.henderson@sfgov.org

Address: 1 Dr, Carlton B. Goodlett Place, #433 San Francisco, CA 94103

# Receipt of Union Notification(s)

**Henderson, Karen (MYR)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of karen.henderson@sfgov.org  
**Sent:** Friday, August 01, 2014 2:58 PM  
**To:** Henderson, Karen (MYR); L21PSCReview@ifpte21.org; Henderson, Karen (MYR); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49852 - 14/15  
  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

RECEIPT for Union Notification for PSC 49852 - 14/15 more than \$100k

The MAYOR -- MYR has submitted a request for a Personal Services Contract (PSC) 49852 - 14/15 for \$875,000 for Initial Request services for the period 10/01/2014 - 09/30/2016. 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/3758> 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)**

Personal Service Contract

49852 -14/15 Mayor

4B. Would it be practical to adopt a new civil service class to perform this work? Explain

Lobbying for the City covers a breadth of issues, which each issue taking priority at different times depending on current legislation. Outside firms have a pool of experts on staff available, allowing them to tap into expertise as the need arises. Because they represent many clients, they are also best able to use those resources to organize similar interests into effective lobbying forces. Also, because they represent many clients, they are in constant contact with Congressional office staff, allowing them to develop stronger relationships. Adopting a new civil service class would not address these advantages.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: Feb. 27, 2009

DEPARTMENT NAME: Mayor's Office DEPARTMENT NUMBER 25

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

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

TYPE OF SERVICE: Federal Lobbying Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$1,275,000 PSC DURATION: April 1, 2009 -- June 30, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor shall conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to federal legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with federal legislators. This requires maintaining good relationships with the staff of federal legislators.

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

Federal legislation and regulatory actions can have significant and profound impact on the budget of the City and the legal requirements faced by City departments. Effective advocacy for the City in the nation's capital is critical to advancing and securing the City's interests, particularly on federal appropriation issues.

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 Mayor's Office currently contracts with a lobbying firm in Washington, DC for federal lobbying services on behalf of the City. The service was provided under PSC #4088-08/09.

D. Will the contract(s) be renewed: Unknown at this time.

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

L 21,864-2166 Union Name Signature of person mailing/faxing form Date 3/9/09

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\* FOR DEPARTMENT OF HUMAN RESOURCES USE \*\*\*\*\*

PSC# 4125-08/09 STAFF ANALYSIS/RECOMMENDATION: Approved by 3/11/09

IL SERVICE COMMISSION ACTION: 22

09 APR 10 09 46

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:  
extensive experience successfully representing municipal agencies on federal legislative and regulatory issues, including federal appropriations, tax legislation, accessing federal grants and government relations. Must perform the bulk of the work in Washington,

B. Which, if any, civil service class normally performs this work?  
Classes 1823s and 1824s might do some portions of this work -- reviewing and analyzing legislation -- but there is no specific civil service class that does this work.

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

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

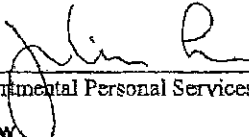
A. Explain why civil service classes are not applicable:  
Civil service classes may be relevant to portions of this work, but there is no one particular class or group of classes that encompasses the knowledge, skills and expertise required for this work.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
Lobbying for the City covers a breadth of issues, with each issue taking priority at different times depending on current legislation. Outside firms have a pool of attorneys on staff available to them, allowing them to tap into expertise as the need arises. Because they represent many clients, they are also best able to use those resources to organize similar interests into effective lobbying forces. Also, because they represent many clients, they are in constant contact with Congressional offices, allowing them to develop stronger relations with them. Adopting a new civil service class would not address these advantages.

ADDITIONAL INFORMATION (if "yes," attach explanation)

- |   | <u>Yes</u>               | <u>No</u>                           |
|---|--------------------------|-------------------------------------|
| 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?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • 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"/> |
| 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 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

---

Julian Low 554-6491

---

Print or Type Name Telephone Number

1 Dr. Carlton B. Goodlett Pl., #443  
San Francisco, CA 94102

---

Address

23

0011710 PSC 1A

## Meeting Information

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## MINUTES

Regular Meeting  
April 6, 2009

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

CALL TO ORDER

2:25 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrone	Present
Commissioner Joy Y. Boatwright	Not Present (Notified absence)
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of March 16, 2009

Action: Approve. (Vote of 4 to 0)

0074-09-8

Review of request for approval of proposed personal services contracts.  
(Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4117-08/09	Airport	\$750,000	Will modernize SFO's network architecture to improve security, reliability and the delivery of new Shared Tenant Service (STS) offerings.	Regular	03/31/14
4118-08/09 <i>Postpone to 4/20/09</i>	Fire Department	\$500,000	Will perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	Regular	12/31/11
4119-08/09	Municipal Transportation Agency	\$500,000	Will provide specialized professional and technical transportation planning, engineering and environmental services.	Regular	05/30/11
4121-08/09 <i>Postpone to 4/20/09</i>	Recreation & Parks	\$1,500,000	Will provide full Architectural and Engineering services for the Palega Playground, including schematic phase, design development, construction documents, cost estimating, construction administration and project closeout.	Regular	06/30/11

- March 16, 2009:
- (1) Postpone PSC #4117-08/09 to the meeting of April 6, 2009 at the request of the Airport Commission.
  - (2) Postpone PSC #4118-08/09 to the meeting of April 6, 2009 at the request of the San Francisco Fire Department.
  - (3) Postpone PSC #4119-08/09 to the meeting of April 6, 2009 at the request of the Municipal Transportation Agency.
  - (4) Adopt the Human Resources Director's report on PSC #4121-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 2 to 2; Commissioners Casper and Boatwright dissent.) Continue to the meeting of April 6, 2009. (Three (3) votes are needed for Commission action.)

**Speakers:** Cynthia Avakian, Dec Quesada and Rene Leedman, San Francisco International Airport and Pam Covington and Richard Isen, IFFTE Local 21 spoke on PSC #4117-08/09.  
Suzanne Chen-Harding, Municipal Transportation Agency spoke on PSC #4119-08/09.

- Action:**
- (1) Postpone PSC #4118-08/09 to the meeting of April 20, 2009 at the request of the San Francisco Fire Department. (Vote of 4 to 0)
  - (2) Postpone PSC #4121-08/09 to the meeting of April 20, 2009 at the request of Recreation and Parks Department. (Vote of 4 to 0)
  - (3) Adopt the Human Resources Director's report on PSC #4117-08/09 on the condition that the Airport Commission report back to the Commission within 30 days regarding its efforts to appoint a 1044 Principal IS Engineer and a 1070 IS Project Director and how the contractor is working with City employees to perform the ongoing maintenance of the system after completion of the project. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
  - (4) Adopt the Human Resources Director's report on PSC #4119-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

**0098-09-8 Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1012-08/09	Children, Youth, & their Families	\$1,039,750	Will provide production and distribution of unitized meals to the children and youth enrolled in the 2009 Mayor's Summer Food Service Program.	Annual	06/30/10
1013-08/09	Airport Commission	\$125,000	Will provide staffing and consulting services to the airport's noise reduction community forum, known as the Airport/Community Roundtable.	Annual	06/30/10
1014-08/09	Airport Commission	\$190,000	Will provide an agreement to partially fund SanTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the South.	Annual	06/30/10
4124-08/09	Office of Economic & Workforce Dev.	\$662,442	Will provide preparation and adoption of amendment to the Candlestick State Recreation Area Plan, which is an environmental review document.	Regular	12/31/10
4125-08/09	Mayor's Office	\$1,725,000	Will provide federal lobbying services for the City including identifying and advocating for regulatory, legislative, and regulatory matters that impact the City.	Regular	06/30/10
4126-08/09	Arts Commission	\$100,000	Will design, fabricate, deliver and install the art elements at the Randall Museum.	Regular	02/01/10
4127-08/09	Police	\$200,000	Will perform hair sample drug analysis to determine drug usage, and historical patterns of drug usage for police officer applicants, police reserve officer applicants, police cadet applicants, and police service aide applicants for the Police Department.	Regular	06/30/13
4128-08/09	Children and Families Commission	\$165,000	Will provide visual and performing arts residencies and related teacher training for early childhood settings, directly impacting 3,000 children, their families and teachers at Preschool for All (PFA) Sites.	Regular	06/30/12
4129-08/09	Public Works	\$3,000,000	Will perform as-needed highly specialized electrical engineering tasks that include constructability analysis, power system reliability studies, construction support, peer review validation, reports, and consultation for various types of public works projects.	Regular	10/31/14
4123-08/09	Film Commission	Increase Amount \$50,000 New Amount \$100,000	Will digitally house photographs of San Francisco locations, both interior and exterior, suitable for still photography, commercial and feature filmmaking purposes.	Modification	08/31/12
4119-07/08 <i>Postpone to 4/20/09</i>	Port	Increase Amount \$800,000 New Amount \$1,300,000	Will investigate environmental conditions in soil, groundwater and building materials at the Port's Pier 70 facility, including approximately 65 acres of land and approximately 416,000 square feet of building area.	Modification	06/30/11
4041-08/09	Department of Technology	Increase Amount \$507,682 New Amount \$3,188,966	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	Modification	08/31/09
4112-09/00	Public Works	Increase Amount \$22,000,000 New Amount \$52,000,000	To provide architectural and engineering design services associated with Laguna Honda Hospital's Replacement Program. Additional redesign and construction administration services due to project delays.	Modification	12/31/12

**Speakers:** Libby Albert and Artina Lim, Department of Children, Youth & Their Families spoke on PSC #1012-08/09.

Tiffany Bohee, Office of Economic Workforce Development spoke on PSC #4124-08/09.  
 Mary Chu, Arts Commission spoke on PSC #4126-08/09.  
 Tamerat Awetu and Severino (Jun) Caranto, Department of Public Works spoke on PSC #4129-08/09.  
 Stefanie Coyote and Christine Munday, Film Commission spoke on PSC #4123-08/09.

- Action:**
- (1) Postpone PSC #4119-07/08 to the meeting of April 20, 2009 at the request of the Port of San Francisco. (Vote of 4 to 0)
  - (2) Adopt the Human Resources Director's report on PSC #4123-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0; Commissioner Jung missed vote.)
  - (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)~~

**Note:** President Donald Casper presented the following statement regarding PSC #1012-08/09: In passing upon personal services contracts, the basic test employed by this Commission is whether the proposed services "are of such a nature that they could be performed by one selected under the provisions of civil service." (*State Compensation Ins. Fund v. Riley* (1936) 9 Cal.3d 126, 135.) The restriction on contracting out the City's work is not found in any express provision of the Charter. "Rather, it emanates from an implicit necessity for protecting the policy of the organic civil service mandate against dissolution and destruction." (*California State Employees' Assn. v. Williams* (1970) 7 Cal.App.3d 390, 397.) That is the basis for this Commission's jurisdiction with respect to personal services or outsourcing contracts.

Here, the proposed services are to be performed by classified or non-certified employees of the San Francisco Unified School District to implement the Mayor's 2009 Summer Food Service Program. The Department of Children, Youth and Their Families seeks approval of a contract with the School District for the preparation of daily lunches by District personnel employed in food service classifications, including 2604 Food Service Worker, 2618 Food Service Supervisor, and 2650 Assistant Cook.

As provided by Section 45318 of the State Education Code, classified or non-certificated personnel of the San Francisco Unified School District are employed pursuant to the merit system provisions of the City Charter. They are subject to the control of this Commission and, as such, are members of the City's classified civil service. (*Evans v. San Francisco Unified School Dist.* (1989) 209 Cal.App.3d 1478, 1481.)

Therefore, not only will the services rendered under the proposed Summer Food Service Program contract with the School District be of a nature that they could be performed by members of the City's classified civil service. The services will in fact be performed by them. The integrity of the merit system will not be endangered. In my opinion, it was unnecessary to have brought this contract to this Commission for review. The Department of Children, Youth, and Their Families recognizes my position in this regard. It has submitted the contract to this Commission to escape a procedural, no, bureaucratic knot in the Controller's office. I vote to approve the contract only to assist the Department in achieving the contract's purpose. While civil service time may be measured in very long increments, life is still too short.

The Executive Officer informed the Commission that she advised the Department to submit the PSC request for approval by the Commission. In the event the Department does not use School District civil service personnel, the approval is in place and there is no delay in providing the service.

0099-09-3 Request by John Radogno, Shop Steward, Teamsters Local 856 for reconsideration of the Civil Service Commission action of December 1, 2008 granting status to Troy B. Hines and Tracy Haynes from Class 8323 Senior Counselor, Boys Ranch School to Class 8322 Senior Counselor, Juvenile Hall. (Item No. 7)

**Disclosure:** Vice President Morgan Gorrone disclosed that he is a former member of Teamsters Local 856 and that it will not affect his ability to be fair.

**Speakers:** Anita Sanchez, Executive Officer  
 John Radogno, Appellant  
 Allison Magee, Juvenile Probation

**Action:** Deny the request by John Radogno for reconsideration of the Civil Service Commission action of December 1, 2008 granting status to Troy B. Hines and Tracy Haynes from Class 8323 Senior Counselor, Boys Ranch School to Class 8322 Senior Counselor, Juvenile Hall. (Vote of 4 to 0)

0079-09-1 Report of Inspection Service Review regarding minimum qualifications for Class 4265 Senior Real Property Appraiser, Office of the Assessor-Recorder. (Item No. 8)

**March 2, 2009:** The Commission requested staff to conduct an inspection service of the review of qualifications for Class 4265 examinations.

**Speakers:** Luz Morganti, Civil Service Commission

**Action:**

Accept the report and direct the Executive Officer to instruct departments to verify experience and education in reviewing the minimum qualifications of applicants. (Vote of 4 to 0)

**0100-09-1 Department of Human Resources Report on the Position-Based Testing Program. (Item No. 9)**

**Speakers:** John Kraus, Department of Human Resources  
Stephanie Mayorga-Tipton, Department of Human Resources  
Anna Biasbas, Department of Human Resources

**Action:** Accept the report. (Vote of 4 to 0)

**0101-09-1 Department of Human Resources Annual Report on Provisional Appointments. (Item No. 10)**

**Speakers:** John Kraus, Department of Human Resources

**Action:** Accept the report. (Vote of 4 to 0)

**0565-08-1 Progress Report: Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June 30, 2014, in accordance with Charter Section 2.100 (Item No. 11)**

**December 15, 2008:** Accept the staff report on the Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2009 through June 30, 2014 in accordance with Charter Section 2.100. The Commission requested the City Attorney's opinion on the provision in Charter Section 2.100 regarding the City and employee organizations amending compensation provisions of existing memorandum of understanding to reduce costs and information on other national consolidated cities and counties.

**January 5, 2009:** Accept the staff report; Proceed with the salary survey and report progress to the Commission.

**February 2, 2009:** Accept the report.

**March 2, 2009:** Accept the report.

**Speakers:** Luz Morganti, Civil Service Commission

**Action:** Accept the report. (Vote of 4 to 0)

**0102-09-1 Review of Pending Appeals Log as of March 31, 2009. (Item No. 12)**

**Speakers:** Anita Sanchez, Executive Officer  
Jennifer Johnston, Department of Human Resources

**Action:** Accept the report. Directed Executive Officer to check availability of hearing rooms, notify departments and begin scheduling hearings.

The Executive Officer will inform all departments that the Commission directed that all appeals be scheduled as soon as possible and that they should be prepared to come before the Commission within two weeks from date of notice.  
(Vote of 4 to 0)

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 13)**

Alexis Torres, IFPTE Local 21 introduced Dara Geckeler who appealed to the Commission to have the Department of Human Resources conduct an examination for 2822 Health Educator. Ms. Geckeler has been a provisional 2822 Health Educator appointee for three (3) years.

Virginia Morgan is pleased to see the Commission is in the process of scheduling the backlog of appeals.

Ging Louie, IFPTE Local 21 expressed his disappointment in the Recreation and Parks Department for postponing the PSC #4121-08/09 without notification to IFPTE Local 21.

**COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)**

President Donald A. Casper requested an inspection into the procedures utilized by departments in verifying information on employment applications of past and current employees.

**ADJOURNMENT**

5:07 p.m.

Vice President Morgan R. Gorrone requests that the Commission adjourn the meeting in memory of Oakland police officers Sergeant Mark Dunakin, Sergeant Ervin Romans, Sergeant Daniel Sakai, and Officer John Hege who gave their lives in the line of duty on March 23, 2009.



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT – ECD Dept. Code: ECD

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

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

Type of Service: New Generation 911 (NG911) Telephone System Replacement Project Consultant

Funding Source: General Fund-Continuing Project PSC Duration: 1 year 44 weeks
PSC Amount: \$350,000 PSC Est. Start Date: 11/24/2014 PSC Est. End Date: 09/30/2016

1. Description of Work

A. Scope of Work:

Department of Emergency Management(DEM)is seeking a consulting firm with extensive Next Generation 9-1-1 telephone system expertise to plan and design the replacement of their current 9-1-1 telephone system. The consultant shall have extensive project management experience in implementing a National Emergency Number Associations i3 recommended NG9-1-1 network and system. The consultant must have experience working with large public safety communication agencies and the unique technical and operational requirements of an agency the size of San Francisco. The Consultant will assess the existing system; define business and technical requirements; develop a detailed scope of work for submittal of a Request for Quote proposal; provide recommendations on a next generation system; and assist DEM in the vendor selection.

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

The existing 9-1-1 telephone equipment is manufacture discontinued end of life. With the next generation of phone system, DEM will follow the State 9-1-1 and National Emergency Number Associations requirements for system specifications, design and installation. The Consultant will guide DEM through the process as defined above to meet both State and National Next Generation 9-1-1 specifications. The DEM does not have the expertise required to define Public Safety standards for performance and reliability to meet the Next Generation 9-1-1 Systems....(see attachment).

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.

The last system procurement and installation was 1999 when 1011 Turk Street was built. The procurement process was managed and developed under the Construction and Development Project utilizing the expertise of qualified Consultants.

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

2. Union Notification: On 08/27/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46096 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/06/2014

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:  
 Extensive project management experience in implementing an i3 Next Generation 9-1-1 telephone system

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. Contractor will not provide parts and services to maintain the existing or new 9-1-1 telephone system

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

The project manager for the NG9-1-1 project requires extensive project management experience in implementing an i3 NG9-1-1 network and system. The consultant must have experience working with large 9-1-1 call centers and extensive back ground and experience developing systems that meet the National Emergency Number Association and State 9-1-1 standards.

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

No, once this project completes it will be 5 to 7 years before DEM will evaluate the need to replace/or upgrade the 9-1-1 system.

**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 09/11/2014 BY:

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA 94102

# Receipt of Union Notification(s)

**Chan, Grace (ECD)**

**From:** dhr-psccordinator@sfgov.org on behalf of William.Lee@sfgov.org  
**Sent:** Wednesday, August 27, 2014 10:16 AM  
**To:** Lee, William (ECD); leah.berlanga@seiu1021.org; gall@sfddlocal1798.org; cityworker@sfwu.org; davidmkersten@gmail.com;

**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46096 - 14/15

Lee, William (ECD); leah.berlanga@seiu1021.org; gall@sfddlocal1798.org; cityworker@sfwu.org; davidmkersten@gmail.com;  
djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cisuiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org;  
xiumin.li@seiu1021.org; Poon, SinYee (HSA); smgarry@nccrc.org; mlkchell@twustf.org; grojo@local139.org; jdurtiz@uapd.com;  
staff@sfnea.com; mike@dc16.us; khughes@ibaw6.org; L21PSCReview@ifpte21.org; sfmsa@gmail.com; mshelley@dc16.us;  
david.carham@seiu1021.org; joetanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LUNNA.local261@gmail.com; local200twu@sbcgloball.net; speedy4864@aol.com; camaguey@sfnea.com; ecdemvoter@aol.com;  
tiya.thiang@seiu1021.org; Chan, Grace (ECD); Isen, Richard (TTS); DHR-PSCCoordinator; DHR (HRD)

RECEIPT for Union Notification for PSC 46096 - 14/15 more than \$100K

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 46096 - 14/15 for \$350,000 for Initial Request services for the period 11/24/2014 -- 09/30/2016. 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/dhrrupal/node/3854> 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)**

Answer to Question 1B:

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

Without the expertise of a qualified 9-1-1 consultant DEM risks installing a product that will not meet the National Standard for next generation 9-1-1 call processing and technology enhancements. Costs to upgrade would then be required of The City as State funding would not be available to support the required hardware and software upgrades.

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: Planning and Engineering Services for Oceanside Plant (CS-1004)

Funding Source: Sewer System Improv. Prog Funds PSC Duration: 8 years
PSC Amount: \$7,000,000 PSC Est. Start Date: 01/02/2015 PSC Est. End Date: 12/31/2022

1. Description of Work

A. Scope of Work:

San Francisco Public Utilities Commission (SFPUC) intends to award two (2) agreements, at \$3.5 million each, to perform engineering services to support SFPUC civil, structural, electrical, mechanical engineering staff, and for other specialized engineering services needed to complete engineering design projects at the Oceanside Water Pollution Control Plant as part of the Sewer System Improvement Program (SSIP).

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

SFPUC is working on the \$6.9 billion SSIP. The engineering workload has substantially increased and consultants are needed to meet peak workload demands for planning and engineering design on projects. Some components of these projects require special expertise in wastewater treatment plant design, which is not available from City employees. If these services are not available, projects will not be completed to the highest quality.

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.

Design (and design support during construction) work for the Oceanside Treatment Plant was completed by City engineering staff. There is substantially more work than can be completed with in-house engineers within the planned schedules. Also, some of the services require specialized expertise, which is not available from City employees.

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

2. Union Notification: On 08/11/2014, 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,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41756 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/06/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Structural, electrical, and mechanical and civil engineering, in planning, and design, and design support during construction of wastewater treatment facilities are needed. Areas of specialized engineering experience, including grit removal, odor control, and digester gas utilization are also required.

B. Which, if any, civil service class(es) normally perform(s) this work?  
5203,5207,5241,

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 classes listed 5203, 5207, and 5241 are applicable, and are being used. However, specialized engineering will be required that is not normally performed by engineers in these classifications.

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

No. Engineers are needed to perform engineering design for projects, but the Department does not hire for peak workload, to lay off engineering staff at the end of a project(s).

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  NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 08/12/2014 BY:

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

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA



# Receipt of Union Notification(s)

**Lo, Stacey**

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**From:** dhr-psccordinator@sfgov.org on behalf of SLo@swater.org  
**Sent:** Monday, August 11, 2014 4:15 PM  
**To:** Lo, Stacey; L21PSCReview@ifpte21.org; Lo, Stacey; Isen, Richard; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41756 - 14/15

RECEIPT for Union Notification for PSC 41756 - 14/15 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41756 - 14/15 for \$7,000,000 for Initial Request services for the period 01/02/2015 -- 12/31/2022. 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/3799> 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)**

**PSC No. 41756-14/15: Question 4H**

4H. If the request is for 5 years or more, please provide upload explanation:

Per the Sewer System Improvement Program (SSIP) project schedule, the projects for this contract for the Oceanside Plant have been allocated seven (7) years in duration from the start of the planning phase to the construction completion phase. Design support services during construction is usually provided by the designer of record (the engineer who stamps the engineering drawings). The engineering workload has substantially increased and consultants are needed to meet peak workload demands for planning and engineering design on projects. This is why we need 7 years to complete these planning and engineering services.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION – AIR Dept. Code: AIR

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 Support Services

Funding Source: AIR-Operating Funds PSC Duration: 5 years 34 weeks
PSC Amount: \$5,000,000 PSC Est. Start Date: 11/03/2014 PSC Est. End Date: 06/30/2020

1. Description of Work

A. Scope of Work:

Contractor will provide engineering support services for airfield projects at San Francisco International Airport (SFO), including, but not limited to: special design services, studies, surveys and reports for projects in the planning and design development phases. Anticipated tasks include general, civil, electrical, mechanical, and utility engineering as related to airfield design. Engineering support for airfield improvement projects are required for runway, taxiway, apron, infield, and roadway pavements; underground infrastructure; industrial waste, sewer, and drainage pump stations; and telecommunication and high voltage infrastructure.

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

Along with aging infrastructure, SFO continues to experience strong passenger growth, both of which require the Airport to maintain and improve airfield infrastructure to operational efficiency and safety; and meet forecasted demand. A Contractor with airfield expertise is needed to ensure proper and timely development and implementation of tasks. Denial will cause project delays, which will affect aircraft operations and customer service, and result in lost 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. This is a new request.

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

2. Union Notification: On 08/08/2014, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44655 - 13/14

DHR Analysis/Recommendation: Commission Approval Required
DHR Approved for 10/06/2014

Civil Service Commission Action:

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Engineering firms with specialized experience in airfield design and development; utility locating and engineering; geotechnical engineering; airfield pavement design; navigational aids and airfield lighting design; drainage, sewer, water, and industrial waste pump station design; gas line relocation design; aviation fuel line abandonment, removal, and relocation design; telecommunications and high voltage infrastructure design; and system integration.

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

5201,5203,5207,5211,5218,5241,5364,

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

To be determined based on the nature of the task.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

The existing classifications do not have the required expertise and specialized skills related to the field of airport design and development. Contracted work will be supervised by City project managers with the appropriate expertise in managing Airport asset development and construction, including airfield work.

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

No, these as-needed projects are temporary in nature and do not justify permanent staffing.

**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? N/A	<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 09/09/2014 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)

## Christina Chiong

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flsfo.com  
**Sent:** Friday, August 08, 2014 4:50 PM  
**To:** Cynthia Avakian; L21PSCReview@ifpte21.org; Christina Chiong; Richard Isen; DHR-PSCCoordinator  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44655 - 13/14

RECEIPT for Union Notification for PSC 44655 - 13/14 more than \$100k

The AIRPORT COMMISSION – AIR has submitted a request for a Personal Services Contract (PSC) 44655 - 13/14 for \$5,000,000 for Initial Request services for the period 11/03/2014 – 06/30/2020. 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/3428> 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)**

**As-Needed Engineering Services**  
**PSC # 4655-13/14**  
**Term Justification**

The PSC term will correspond to the contract duration of five (5) years, with anticipated start date of November, 2014, through the end of the fiscal year, June, 2020. The implementation of the Airport's five (5)-year Capital Improvement Program requires Engineering Services that include Airfield Design for the development of planning and design documents for any or all design phases; and special design services, studies, surveys, and reports for the timely and efficient delivery of construction projects in the Airport's Design & Construction (D&C) division. This contract will augment the staff of the D&C division in Airfield Design and provide specialized expertise for the preparation of design documents during the planning and design development phases for construction projects within the Airport's 5-year Capital Improvement Program.

**Modification**  
**Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT Dept. Code: ECD

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 39272 - 13/14)

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

Type of Service: Development of Medical Plan Submission & Review Platform

Funding Source: SB12/1773 Revenue
PSC Original Approved Amount: \$98,000
PSC Mod#1 Amount: \$52,000
PSC Mod#2 Amount:
PSC Cumulative Amount Proposed: \$150,000
PSC Original Approved Duration: 05/01/14 - 04/30/17 (3 years)
PSC Mod#1 Duration: no duration added
PSC Mod#2 Duration:
PSC Cumulative Duration Proposed: 3 years

1. Description of Work

A. Scope of Work:

Project Senoia, organized through the San Francisco Department of Emergency Management (DEM), is a user designed, open source, custom data entry form and database designed to streamline medical planning for public events in San Francisco.

Using existing protocols for medical planning and public events, the San Francisco DEM seeks a prototyped and user tested data entry form and database solution which provides an interface for requested data from event promoters and medical providers for events exceeding 2,500 attendees. The solution must demonstrate substantive back-end support to maintain a database of multiple events (exceeding 2,000) per year with the potential for multiple event years within the database archive.

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

SF Traffic Code requires ISCOTT to review & approve applications for temp use or occupancy of public street, fair, or athletic events that includes dispensing beverages. Applicants shall also submit an EMS plan to EMS agency for review. This policy identifies specific mitigation efforts, such as EMT... (please see attachment for additional 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.

Services have been provided in the past through earlier PSC request. See 39272 - 13/14

D. Will the contract(s) be renewed? This contract will include two option years

2. Union Notification: On 09/04/14, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39272 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 10/06/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

This project will require systems design knowledge and expertise in content management systems and web-interface designs

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

1052,1053,1062,1063,

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 department does not have the available employees within the forementioned classifications to work on this project. Department approached DTIS to participate in the project, but DTIS declined a request. As such, department is requesting the services to be contracted out.

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

No. Civil service classes exist that could potentially perform the work. However, the department currently does not have staffing that can commit adequate time to the project.

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?

4 hours for the Emergency Medical Services Specialist

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. Vendor selected from RFP process will complete the work

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

ON 09/04/14 BY:

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA

# Receipt of Union Notification(s)

**Leung, Patrick (DEM) (ECD)**

---

**From:** dhr-psccordinator@sfgov.org  
**Sent:** Thursday, September 04, 2014 11:53 AM  
**To:** Lee, William (ECD); L21PSCReview@ifpte21.org; Leung, Patrick (DEM) (ECD); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 39272 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a modification request for a Personal Services Contract (PSC) for \$52,000 for services for the period November 15, 2014 - April 30, 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: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)

# **Additional Attachment(s)**



The San Francisco Traffic Code requires the Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT) to review and approve applications for temporary use or occupancy of public street, fair, or athletic events that includes dispensing beverages. Applicants shall also submit an Emergency Medical Services (EMS) plan to Emergency Medical Services Agency for review. This policy identifies specific mitigation efforts, such as Emergency Medical Technician (EMT) or Paramedic Ambulance staffing, which is required for mass gathering events. This project is necessary to improve the efficiency of the review process for EMS plan submissions. This will allow for better customer service by the department for the event organizers. If denied, department will continue using the manual process, which may lead to delay or cancellation of events wherein EMS plan is not approved within timeframe.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT – ECD Dept. Code: ECD

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

Type of Approval:  Expedited  Regular  Omit Posting

Type of Service: Development of Medical Plan Submission & Review Platform

Funding Source: SB12/1773 Revenue PSC Duration: 3 years  
PSC Amount: \$98,000 PSC Est. Start Date: 05/01/2014 PSC Est. End Date: 04/30/2017

**1. Description of Work**

**A. Scope of Work:**

Project Senoia, organized through the San Francisco Department of Emergency Management (DEM), is a user designed, open source, custom data entry form and database designed to streamline medical planning for public events in San Francisco.

Using existing protocols for medical planning and public events, the San Francisco DEM seeks a prototyped and user tested data entry form and database solution which provides an interface for requested data from event promoters and medical providers for events exceeding 2,500 attendees. The solution must demonstrate substantive back-end support to maintain a database of multiple events (exceeding 2,000) per year with the potential for multiple event years within the database archive.

Additionally, the system must include the following capabilities: unique user login, custom data entry form, custom documentation and the ability for users to edit requests post review from Regulators, searchable content capability, ability to upload files and images, and the potential for mapping capabilities, through Google Maps.

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

SF Traffic Code requires ISCOTT to review & approve applications for temp use or occupancy of public street, fair, or athletic events that includes dispensing beverages. Applicants shall also submit an EMS plan to EMS agency for review. This policy identifies specific mitigation efforts, such as EMT...(please see attachment for additional 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 is a new PSC request. The review process is currently done primarily through email. It is currently a tedious process, due to the volume of correspondences and documents that may be included with each event.

**D. Will the contract(s) be renewed? This contract will include two option years**

**2. Union Notification:** On 04/23/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 39272 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/24/2014

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

This project will require systems design knowledge and expertise in content management systems and web-interface designs

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

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 department does not have the available employees within the forementioned classifications to work on this project. Department approached DTIS to participate in the project, but DTIS declined a request. As such, department is requesting the services to be contracted out.

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

No. Civil service classes exist that could potentially perform the work. However, the department currently does not have staffing that can commit adequate time to the project.

**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? 4 hours for the Emergency Medical Services Specialist	<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 05/02/2014 BY:

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA

# City and County of San Francisco

## Request for Proposals for

### Project Senoia



Date issued:	March 4, 2014
Pre-Proposal Conference:	11 a.m., March 24, 2014
Proposal due:	5 p.m., April 21, 2014

Request for Proposals for Project Senoia

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**Appendices:**

- A. CMD Attachment 2: Requirements for Architecture, Engineering and Professional Services Contracts, for contacts \$50,000 and over document (separate document). Proposers must submit the following forms:

Form 2A CMD Contract Participation form  
Form 2B CMD "Good Faith" Outreach Requirements form  
Form 3 CMD Non-discrimination Affidavit  
Form 5 CMD Employment form

The following form may be required, depending on the circumstances:

Form 4 Joint Venture Participation Schedule (if applicable)

- B. Standard Forms: Listing and Internet addresses of Forms related to Taxpayer Identification Number and Certification, to Business Tax Declaration, and to Chapters 12B and 12C, and 14B of the S.F. Administrative Code. B-1
- C. Agreement for Professional Services (form P-500) separate document

RFP for Project Senoia

**Request for Proposals for  
Project Senoia**

**I. Introduction and Schedule**

**A. General**

San Francisco Department of Emergency Management's Division of Emergency Services is seeking a firm to create an open source planning capability (using existing processes) designed to streamline medical planning for public events.

The audience for Project Senoia is, first and foremost, event producers and emergency medical services providers. Producers and medical providers provide pertinent information about the event, the audience and their potential medical needs; simplifying that process will ease the exchange of information and further serve to protect the public. Additionally, civic regulators will benefit from the electronic and open exchange of information, mainly by furthering transparency and documenting communication flow in the medical planning process.

The contract shall have an original term of One (1) year. In addition, the City shall have two (2) options to extend the term for a period of one (1) year each, which the City may exercise in its sole, absolute discretion.

**B. Schedule**

The anticipated schedule for selecting a consultant is:

<u>Proposal Phase</u>	<u>Date</u>
RFP is issued by the City	March 4, 2014
Deadline for submission of written questions or requests for clarification	March 18, 2014
Pre-Proposal Conference	March 24, 2014 @ 11am
Proposals due	April 21, 2014 @ 5pm
Oral interview with firms selected for further consideration	Announced, if deemed necessary

## RFP for Project Senoia

### II. Scope of Work

Project Senoia, organized through the San Francisco Department of Emergency Management, is a user designed, open source, custom data entry form and database designed to streamline medical planning for public events in San Francisco.

Using existing protocols for medical planning and public events, the San Francisco Department of Emergency Management seeks a prototyped and user tested data entry form and database solution which provides an interface for requested data from event promoters and medical providers for events exceeding 2,500 attendees. The solution must demonstrate substantive back-end support to maintain a database of multiple events (exceeding 2,000) per year with the potential for multiple event years within the database archive.

Additionally, the system must include the following capabilities: unique user login, custom data entry form, custom documentation and the ability for users to edit requests post review from Regulators, searchable content capability, ability to upload files and images, and the potential for mapping capabilities, through Google Maps.

The system will allow for multiple partners to be invited to participate in the event submission and approval process, while keeping the submission and approval process available publicly on the web.

Any technologies including, but not limited to, web hosting, analytics and submission technologies should be specified within the scope of work.

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

The following are work tasks assumed necessary to complete Project Senoia. Proposing teams may suggest a modified scope as part of their proposal.

1. Conduct design research on current Medical Planning for Public Events and develop needs assessment
2. Prototype solution(s) with defined user group
3. Installation, Development and Usability testing
4. Maintenance plan

## RFP for Project Senoia

### III. Submission Requirements

#### C. Time and Place for Submission of Proposals

Proposals must be received by 5:00 p.m., on Monday, April 21, 2014. Postmarks will not be considered in judging the timeliness of submissions. Proposals may be delivered in person and left with San Francisco Department of Emergency Management at 30 Van Ness Ave, Suite 3300 or mailed to:

**San Francisco Emergency Management**  
**30 Van Ness Ave., Suite 3300**  
**San Francisco, CA 94102**  
**ATTN: Alicia D. Johnson**

Proposers shall submit **two (2)** copies of the proposal separately bound, the required CMD Forms in a sealed envelope clearly marked **Project Senoia** to the above location. Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

#### D. Format

Please use recycled paper, print double-sided to the maximum extent practical, and bind the proposal with a binder clip. Please do not bind your proposal with a spiral binding, glued binding, or anything similar. You may use tabs or other separators within the document.

You must also submit an electronic version of the proposal. Electronic submissions may be submitted via CD, USB drive or email to [Alicia.Johnson@sfgov.org](mailto:Alicia.Johnson@sfgov.org).

#### E. Content

Firms interested in responding to this RFP must submit the following information, in the order specified below:

##### 1. Introduction and Executive Summary (up two (2) pages)

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

##### 2. Project Approach (up to two (2) pages)

Describe the services and activities that your firm proposes to provide to the City. Include the following information:

- a. Overall scope of work tasks; and
- b. Schedule and ability to complete the project within the City's required time frame; and
- c. Assignment of work within your firm's work team.

##### 3. Firm Qualifications (up to four (4) pages)

Provide information on your firm's background and qualifications which addresses the following:

- d. Name, address, and telephone number of a contact person; and
- e. A brief description of your firm, as well as how any joint venture or association would be structured; and



## RFP for Project Senoia

f. A description of not more than two (2) projects similar in size and scope prepared by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary. Descriptions should be limited to one page for each project. If joint consultants or subconsultants are proposed provide the above information for each.

### 4. Team Qualifications (up to four (4) pages)

g. Provide a list identifying: (1) each key person on the project team, (2) the project manager, (3) the role each will play in the project, and (4) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.

h. Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary.

### 5. References (up to two (2) pages)

Provide references for the lead consulting firm, lead project manager, and all subconsultants, including the name, address and telephone number of at least three (3) but no more than five (5) recent clients (preferably other public agencies).

### 6. Fee Proposal

The City intends to award this contract to the firm that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Please provide a fee proposal in a sealed envelope that includes the following:

i. Total fee for each of the disciplines identified in the Scope of Work with a not-to-exceed figure; and

j. Hourly rates for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.

## RFP for Project Senoia

### IV. Evaluation and Selection Criteria

#### F. Minimum Qualifications

- The following are minimum qualifications for Project Senoia:
- Team must include, at minimum one (1) web developer, one (1) analyst, one (1) user researcher and one (1) designer each with demonstrated experience
- Team must understand and participate in the civic design and development space, enabling Project Senoia to develop in an innovative and low risk setting
- Team must demonstrate a proven user-centric problem solving methodology
- Team must adhere to the "Design Thinking" methodology, to include: Research, Define, Ideate, Prototype and Test
- Team must be comfortable with open source technology development and be willing to create an open source solution.

Any proposal that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

#### B. Selection Criteria

The proposals will be evaluated by a selection committee comprised of parties with expertise in **medical planning, event development and emergency management**. The City intends to evaluate the proposals generally in accordance with the criteria itemized below. Up to **three (3)** of the firms with the highest scoring proposals will be interviewed by the committee to make the final selection.

##### 7. Project Approach (30 points)

- k. Understanding of the project and the tasks to be performed, etc.
- l. Reasonableness of work schedule and fee proposal.

##### 8. Assigned Project Staff (10 points)

- m. Recent experience of staff assigned to the project and a description of the tasks to be performed by each staff person; and
- n. Professional qualifications and education; and
- o. Workload, staff availability and accessibility.

##### 9. Experience of Firm and Subconsultants (10 points)

- p. Expertise of the firm and subconsultants in the fields necessary to complete the tasks; and
- q. Quality of recently completed projects, including adherence to schedules, deadlines and budgets; and
- r. Experience with similar projects; and
- s. Results of reference checks.

## RFP for Project Senoia

### 10. Oral Interview

The San Francisco Department of Emergency Management reserves the right to interview the final three (3) candidates before choosing an awardee. Should an interview process be determined necessary, criteria for review will be circulated at that time.

### V. Pre-proposal conference and Contract award

#### C. Pre-Proposal Conference

There will be a Pre-Proposal Conference on March 24, 2015 at 11 a.m. The conference will convene at 30 Van Ness Ave., Suite 3300. Should you have questions regarding the pre-proposal conference please contact [Alicia.Johnson@sfgov.org](mailto:Alicia.Johnson@sfgov.org).

Proposers are encouraged to ask clarification questions via email. Please send an email to Alicia Johnson at [Alicia.Johnson@sfgov.org](mailto:Alicia.Johnson@sfgov.org) with the subject line: **Project Senoia RFP Question**. All questions will be addressed via email and any available new information will be provided electronically or posted to the City RFP website.

#### D. Contract Award

The San Francisco Department of Emergency Management will select a proposer with whom the San Francisco Department of Emergency Management staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the San Francisco Department of Emergency Management, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

## VI. Terms and Conditions for Receipt of Proposals

### E. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

### B. Inquiries Regarding RFP

Inquiries regarding the RFP and all oral notifications of an intent to request written modification or clarification of the RFP, must be directed to:

**Alicia D. Johnson at [Alicia.Johnson@sfgov.org](mailto:Alicia.Johnson@sfgov.org) with Subject Line: Project Senoia RFP Question**

### C. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

### D. Change Notices

The Department may modify the RFP, prior to the proposal due date, by issuing Bid Addendum(s), which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Bid Addendum(s) issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Bid Addendum(s).

### E. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

### F. Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

## RFP for Project Senoia

### **G. Errors and Omissions in Proposal**

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

### **H. Financial Responsibility**

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

### **I. Proposer's Obligations under the Campaign Reform Ordinance**

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

**11. Criminal.** Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.

**12. Civil.** Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.

**13. Administrative.** Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

## RFP for Project Senoia

### **J. Sunshine Ordinance**

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

### **K. Public Access to Meetings and Records**

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

### **L. Reservations of Rights by the City**

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

14. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
15. Reject any or all proposals;
16. Reissue a Request for Proposals;
17. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
18. Procure any materials, equipment or services specified in this RFP by any other means; or
19. Determine that no project will be pursued.

### **M. No Waiver**

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

**N. Local Business Enterprise Goals and Outreach**

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance") shall apply to this RFP.

**20. LBE Subconsultant Participation Goals**

The LBE subconsulting goal for this project is 5 % of the total value of the goods and/or services to be procured.

Proposers are advised that effective July 1, 2013, all prime consultants will be required to upload invoices and enter sub-consultant payment information into the City's secure web based system called the Local Business Enterprise Utilization Tracking System (LBEUTS). This requirement is in addition to any other requirements for requesting payment from the City. The information previously submitted through CMD Forms 7 and 9 will now be entered into the LBEUTS for each invoice or progress payment. Prior to the Notice to Proceed, the prime consultant will be required to enter sub-consultant information into LBEUTS. The prime consultant will then be required to enter information before and after each progress payment or invoice. After payment, sub-consultants will be required to confirm receipt of payment through LBEUTS. The Contract Monitoring Division (CMD) will use this information to monitor compliance with the 14B Ordinance.

It is strongly encouraged that each consultant receives training in LBEUTS prior to the Notice to Proceed. For more information about LBEUTS and upcoming training sessions, please go to <http://www.sfgsa.org/LBEUTS>.

Each firm responding to this solicitation shall demonstrate in its response that it has used good-faith outreach to select LBE subcontractors as set forth in S.F. Administrative Code §§14B.8 and 14B.9, and shall identify the particular LBE subcontractors solicited and selected to be used in performing the contract. For each LBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the goods and/or services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the proposal. LBEs identified as subcontractors must be certified with the San Francisco Contract Monitoring Division at the time the proposal is submitted, and must be contacted by the proposer (prime contractor) prior to listing them as subcontractors in the proposal. Any proposal that does not meet the requirements of this paragraph will be non-responsive.

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(C)&(D) and CMD Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts. However, pursuant to 14B.8 (B), if a proposer submits proposal demonstrating LBE participation that exceeds 35% of the established LBE sub consulting participation goal for the project, the proposer will not be required to conduct good faith efforts or to file evidence of good faith efforts as required in Sections 14B.8 (D) & (E). A certified Small and/or Micro LBE prime proposer may count its participation towards meeting the good faith outreach exceptions set forth in 14B.8(B).

Proposals which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, CMD Attachment 2 and this RFP will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE subcontractor participation specified in the contract shall be deemed a material breach of

## RFP for Project Senoia

contract. Subconsulting goals can only be met with CMD-certified LBEs located in San Francisco.

### 2. LBE Participation

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating discount will be in effect for the award of this project for any proposers who are certified by CMD as a LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling CMD at (415)581-2310. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

- t. A 10% bid discount shall be applied to Small LBEs and Micro-LBEs bidding as primes; or
- u. 7.5% to a joint venture with certified Micro and Small LBE participation, whose participation equals or exceeds 40%; or
- v. 5% to joint venture with certified Micro and/or Small LBE participation, whose participation is equal to or exceeds 35%, but is under 40%
- w. 10% to a certified non-profit entity.
- x. A 2% bid discount will be applied to an SBA-LBE, except that the 2% discount shall not be applied at any stage if it would adversely affect a Small LBE or Micro-LBE bidder.

The rating bonus will be applied by adding 5%, 7.5%, or 10% (as applicable) to the score of each firm eligible for a bonus for the purpose of determining the highest ranked firm.

If applying for a rating discount as a joint venture: The LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the LBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The LBE joint venture's portion of the contract must be assigned a commercially useful function.

### 3. CMD Forms to be Submitted with Proposal

y. All proposals submitted must include the following Contract Monitoring Division (CMD) Forms contained in the CMD Attachment 2: 1) CMD Contract Participation Form, 2) CMD "Good Faith Outreach" Requirements Form 2-B, 3) CMD Non-Discrimination Affidavit, 4) CMD Joint Venture Form (if applicable), and 5) CMD Employment Form. If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected.

z. Please submit only two copies of the above forms with your proposal. The forms should be placed in a separate, sealed envelope labeled CMD Forms.

If you have any questions concerning the CMD Forms, you may call the Finbarr Jewell, Contract Compliance Officer at (415)554-8360 or via email at [Finbarr.Jewell@sfgov.org](mailto:Finbarr.Jewell@sfgov.org)



## VII. Contract Requirements

### O. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§section 34 in the Agreement); the Minimum Compensation Ordinance (§section 43 in the Agreement); the Health Care Accountability Ordinance (§section 44 in the Agreement); the First Source Hiring Program (§section 45 in the Agreement); and applicable conflict of interest laws (§section 23 in the Agreement), as set forth in paragraphs B, C, D, E and F below.

### P. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at <http://sfgsa.org/index.aspx?page=6125>

### Q. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see §section 43.

For the amount of hourly gross compensation currently required under the MCO, see [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco). Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

Additional information regarding the MCO is available on the web at [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco).

### R. Health Care Accountability Ordinance (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at [www.sfgov.org/olse/hcao](http://www.sfgov.org/olse/hcao).

### S. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First

## RFP for Project Senoia

Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

### **T. Conflicts of Interest**

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

## **Protest Procedures**

### **U. Protest of Non-Responsiveness Determination**

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **B. Protest of Contract Award**

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **C. Delivery of Protests**

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by

**RFP for Project Senoia**

a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

**San Francisco Department of Emergency Management  
30 Van Ness Ave., Suite 3300  
San Francisco, CA 94102**

**ATTN: Alicia D. Johnson**

## Appendix B

### Standard Forms

The requirements described in this Appendix are separate from those described in Appendix A.

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing ([purchasing@sfgov.org](mailto:purchasing@sfgov.org)) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, the contractor should not do so again unless the contractor's answers have changed. To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Contract Monitoring Division at (415) 581-2310.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification  <a href="http://sfgsa.org/index.aspx?page=4762">http://sfgsa.org/index.aspx?page=4762</a>  <a href="http://www.irs.gov/pub/irs-fill/fw9.pdf">www.irs.gov/pub/irs-fill/fw9.pdf</a>	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102  (415) 554-6702
2.	Business Tax Declaration  <a href="http://sfgsa.org/index.aspx?page=4762">http://sfgsa.org/index.aspx?page=4762</a>	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102  (415) 554-6702
3.	S.F. Administrative	CMD-	Contractors tell the City if their	Contract Monitoring

Item	Form name and Internet location	Form	Description	Return the form to; For more info
	Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits  <a href="http://sfgsa.org/index.aspx?page=6125">http://sfgsa.org/index.aspx?page=6125</a>  In Vendor Profile Application	12B-101	personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.	Division 30 Van Ness Ave., Suite 200 San Francisco, CA 94102-6059 (415) 581-2310
4.	CMD LBE Certification Application  <a href="http://sfgsa.org/index.aspx?page=6130">http://sfgsa.org/index.aspx?page=6130</a>  In Vendor Profile Application		Local businesses complete this form to be certified by CMD as LBEs. Certified LBEs receive a rating bonus pursuant to Chapter 14B when bidding on City contracts. To receive the bid discount, you must be certified by CMD by the proposal due date.	Contract Monitoring Unit 30 Van Ness Ave., Suite 200 San Francisco, CA 94102-6059 (415) 581-2310

**Where the forms are on the Internet**

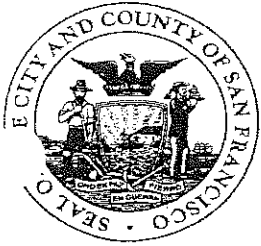
**Office of Contract Administration**

Homepage: [www.sfgov.org/oca/](http://www.sfgov.org/oca/)  
Purchasing forms: Click on "Required Vendor Forms" under the "Information for Vendors and Contractors" banner.

**Contract Monitoring Division**

CMD's homepage: <http://sfgsa.org/index.aspx?page=6058>  
Equal Benefits forms: <http://sfgsa.org/index.aspx?page=6125>  
LBE certification form: <http://sfgsa.org/index.aspx?page=6130#Section%20V>





**CIVIL SERVICE COMMISSION**  
**CITY AND COUNTY OF SAN FRANCISCO**

EDWIN M. LEE  
MAYOR

*Sent via Electronic Mail*

September 25, 2014

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

**SUBJECT: SECONDARY CRITERIA FOR Q-80 CAPTAIN; AND Q-60 LIEUTENANT ANNOUNCEMENTS.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on **October 6, 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](http://www.sfgov.org/Civil_Service) under "Meetings" no later than end of day on Wednesday, October 1, 2014. If you would like a copy of the Department of Human Resources' staff report on the above-captioned matter emailed to you in advance of October 1<sup>st</sup>, please contact the Civil Service Commission's Office at [CivilService@sfgov.org](mailto: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 will be 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

- Cc: Micki Callahan, Department of Human Resources  
John Kraus, Department of Human Resources  
Benjamin Houston, San Francisco Police Department  
Captain Jerome DeFilippo, San Francisco Police Department  
Chief Greg Suhr, San Francisco Police Department  
Barrett Chan, Asian Peace Officers' Association  
Marcial Marquez, National Latino Peace Officers' Association  
Yulanda Williams, Officers for Justice  
Chuck Limbert, San Francisco Pride Alliance  
Martin Halloran, San Francisco Police Officers' Association  
Laura Knight, Women Police Officers' Association  
Commission File  
Commissioners' Binder  
Chron

THIS DOCUMENT SUPPORTS  
CALENDAR ITEM 8







# 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: \_\_\_\_\_ - \_\_\_\_\_ - N/A
2. For Civil Service Commission Meeting of: October 6, 2014
3. Check One:           Ratification Agenda  
                          Consent Agenda  
                          ✓ Regular Agenda  
                          Human Resources Director's Report
4. Subject: **Secondary criteria for Q-80 Captain and Q-60 Lieutenant**
5. Recommendation: **Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q-80 Captain and Q-60 Lieutenant.**
6. Report prepared by: **John Kraus** Telephone number: **415-557-4884**
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: *9/22/14*
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.

**CSC RECEIPT STAMP**

Attachment

CSC-22 (11/97)

THIS DOCUMENT SUPPORTS  
CALENDAR ITEM 8

## Notifications

Asian Peace Officer's Association  
Barrett Chan, President  
P.O. Box 22695  
San Francisco, CA 94122

National Latino Peace Officers' Association  
Marcial Marquez  
[Marcial.a.marquez@sfgov.org](mailto:Marcial.a.marquez@sfgov.org)

Officers for Justice  
Yulanda Williams, President  
5126-Third Street  
San Francisco, CA 94124

SF Pride Alliance  
Chuck Limbert, President  
584 Castro Street #653  
San Francisco, CA 94114

San Francisco Police Officers' Association  
Martin Halloran, President  
800 Bryant Street, 2<sup>nd</sup> Floor  
San Francisco, CA 94103

Women Police Officers' Association  
Laura Knight  
[sanfranciscowpoa@gmail.com](mailto:sanfranciscowpoa@gmail.com)

Chief Greg Suhr  
Chief Hall of Justice  
850 Bryant Street, #525  
San Francisco, CA 94103

Micki Callahan  
Director of Human Resources  
1 South Van Ness Avenue, 4<sup>th</sup> Floor  
San Francisco, CA 94103

Captain Jerome DeFilippo  
Officer in Charge of Staff Services  
850 Bryant, Room #570  
San Francisco, CA 94103

Benjamin Houston  
Human Resources Manager  
850 Bryant Street, Room #570  
San Francisco, CA 94103

John Kraus, Asst. Deputy Director  
Recruitment and Assessment Services  
1 South Van Ness Avenue, 4<sup>th</sup> Floor  
San Francisco, CA 94103



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

**MEMORANDUM**

TO: The Honorable Civil Service Commission  
THROUGH: Micki Callahan, Human Resources Director  
FROM: John Kraus, Assistant Deputy Director, Recruitment and Selection *JK*  
DATE: September 9, 2014  
RE: **Secondary Criteria for 2014 Q-80 and 2015 Q-60 Announcements**

Background

Upon completion of a promotional examination for a uniformed rank of the San Francisco Police Department, an eligible list is posted for inspection and subsequent adoption. In accordance with the provisions of CSC Rule 213, individuals from the eligible list are certified to the appointing authority and considered for appointment.

Before making a selection, the appointing authority considers secondary criteria. Under CSC Rule 213, Sec. 213.4.1, these secondary criteria are to be submitted to the Civil Service Commission for approval.

Authority/Standards

Rule 213.4.1 states that: *The Police Chief/Designee shall be responsible for establishing non-discriminatory selection procedures. Prior to the issuance of any job announcement, secondary criteria shall be presented to the Civil Service Commission for its approval in advance to insure compliance with Civil Service Commission Rules and policy; and will be discussed in open session with all parties interested.*

Analysis

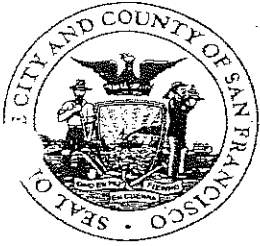
The Department of Human Resources consulted with the Police Chief and determined that the following secondary criteria should be included in the next job announcements for Q-80 Captain and Q-60 Lieutenant:

*When making appointments, the Appointing Officer will consider the following secondary criteria: assignments, training, education, community involvement/volunteer work, special qualifications, commendations/awards, bilingual certification and disciplinary history.*

Department of Human Resources Recommendation

Adopt the report of the Department of Human Resources and approve the above-stated secondary criteria for the Q-80 Captain and Q-60 Lieutenant announcements.





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

*Sent via Electronic Mail*

September 25, 2014

## NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: REQUEST FOR STATUS GRANT OF TEMPORARY CIVIL SERVICE EMPLOYEE, AMY L. DAWSON, CLASS 0922 FORMERLY OF THE SAN FRANCISCO REDEVELOPMENT AGENCY.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on **October 6, 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](http://www.sfgov.org/Civil_Service) under "Meetings" no later than end of day on Wednesday, October 1, 2014. If you would like a copy of the staff report on the above-captioned matter emailed to you in advance of October 1<sup>st</sup>, please contact the Civil Service Commission's Office at [CivilService@sfgov.org](mailto: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 will be 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

Cc: Susan Gard, Department of Human Resources  
Connie Chau, Public Utilities Commission  
Andrea Gourdine, Public Utilities Commission  
Rebecca Rhine, San Francisco Municipal Executives' Association  
Amy Dawson  
Commission File  
Commissioners' Binder  
Chron

THIS DOCUMENT SUPPORTS  
CALENDAR ITEM: 9






# 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: October 6, 2014
3. Check One:           Ratification Agenda  
                                   Consent Agenda  
                                   Regular Agenda        X  
                                   Human Resources Director's Report
4. Subject: Request for Status Grant of TCS employee Amy L. Dawson
5. Recommendation: Grant PCS status to Amy L. Dawson in Class 0922 Manager I
6. Report prepared by: Connie Chau Telephone number: 415.554.2401
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: 

Date: Sept. 24, 2014

**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.

<b>CSC RECEIPT STAMP</b>
THIS DOCUMENT SUPPORTS CALENDAR ITEM <u>9</u>

Attachment

**NOTIFICATION – Amy Dawson**

**Amy Dawson**

[REDACTED]  
[REDACTED]

**Rebecca Rhine**

San Francisco Municipal Executives' Association  
870 Market Street, Suite 840  
San Francisco, CA 94102

**Andrea Gourdine**

Interim Director of PUC Human Resources  
San Francisco Public Utilities Commission  
525 Golden Gate, Floor 3  
San Francisco, CA 94102

**Connie Chau**

Interim Human Resources Services Operations Manager  
525 Golden Gate, Floor 3  
San Francisco, CA 94102

**Susan Gard**

Chief of Policy  
Department of Human Resources  
1 South Van Ness, 4<sup>th</sup> Floor  
San Francisco, CA 94103





**MEMORANDUM**

**DATE:** August 20, 2014

**TO:** The Honorable Civil Service Commission

**FROM:** Connie Chau, Interim HRS Operations Manager, PUC *Connie Chau*

**THROUGH:** Lori Regler, Interim Human Resource Services Director, PUC *LR*

**SUBJECT:** Request for Status Grant of TCS employee formerly of San Francisco Redevelopment Agency, Amy L. Dawson, Class 0922

**INTRODUCTION:**

The San Francisco Public Utilities Commission (SFPUC) is requesting approval from the Civil Service Commission (CSC) to grant Permanent Civil Service (PCS) status in Class 0922 Manager I for Amy L. Dawson who was laid off from the San Francisco Redevelopment Agency (SFRA) and accepted a referral to a Temporary Civil Service (TCS) appointment in Class 0922 at the SFPUC. Ms. Dawson's start work date with the SFPUC was March 10, 2014, and her referral certification date (seniority date) was January 31, 2014.

Background:

The San Francisco Redevelopment Agency (SFRA), along with all 400 redevelopment agencies in California, was dissolved on February 1, 2012, by order of the California Supreme Court in a decision issued on December 29, 2011 (*California Redevelopment Association et al., v. Matosantos* (2011) 53 Cal.4th 231). As a result, many SFRA employees were laid off from their SFRA positions and were granted TCS status in classifications within the City and County of San Francisco (CCSF).

In January 2014, the Department of Human Resources notified the SFPUC of a Redevelopment-Only Priority eligible placement to position number 01122585 in Class 0922 Manager I with the Water Enterprise of the SFPUC. Ms. Dawson accepted the appointment to the SFPUC's position and reported to work on March 10, 2014.

Applicability:

The CCSF CSC Article VII, Rule 112, "implements Assembly Bill 26 (2011) and shall apply to employees transitioned from the former SFRA to the CCSF and who were laid off from their positions effective March 30, 2012."

Edwin M. Lee  
 Mayor

Vince Courtney  
 President

Ann Moller Caen  
 Vice President

Francesca Vietor  
 Commissioner

Anson Moran  
 Commissioner

Art Torres  
 Commissioner

Harlan L. Kelly, Jr.  
 General Manager



CSC Rule Sec. 112.32.4 Redevelopment-Only Priority Eligible List – Certification

- 1) Redevelopment-Only Priority Eligible List will have priority of certification before regularly adopted eligible lists, with no rights of refusal.
- 2) The Human Resources Director shall certify for Temporary Civil Service (TCS) appointment, in rank order, an eligible from the Redevelopment-Only Priority Eligible List to available permanent requisition(s) for position(s).
- 3) An eligible appointment from the Redevelopment-Only Priority Eligible List who completes six (6) months of documented satisfactory job performance subject to approval of Civil Service Commission shall be granted permanent civil service status in the appointed classification. Paid or unpaid time off shall not count towards the completion of the six (6) month service requirement.
- 4) Seniority shall be established based on the date of certification to permanent civil service status.
- 5) The Human Resources Director is authorized to take such administrative action not in conflict with these Rules as is required to make this section operative.

**PROBATIONARY PERIOD:**

The Memorandum of Understanding (MOU) between the CCSF and the Municipal Executives Association (MEA) Article II. B. (Employment Conditions. Probationary Period), paragraph 58, states in relevant part: "The probationary period for all newly hired employees shall be 2,080 hours as defined by the Civil Service Commission except that the probationary period for an employee returned to duty in a different department following layoff shall be 1040 hours as defined by the Civil Service Commission."

**RECOMMENDATION:**

The SFPUC respectfully requests that the Honorable Civil Service Commission grant PCS status in Class 0922 Manager I to Amy L. Dawson subject to her completion of 2080 hours, the prescribed probationary period pursuant to paragraph 58 of the MEA MOU.

attachments

City and County of San Francisco - Dept. of Human Resources  
RETURN TO DUTY HOLDOVER RESPONSE FORM

Notice Date: 1/31/2014  
Notice Number: 01122585  
Mailing Date: 1/31/2014  
Due Date: 2/7/2014

Amy Castanos -Dawson

Source List and Rank: Redevelopment Priority List  
HOP List and Rank: 060520 / 1

Position Identification:

Dept: Public Utilities Commission  
Job Code: 0922 Manager I  
Position: 01122585  
Work Schedule: Full-time  
Special Condition: None  
Contact: Edwin Serrano  
Phone No: 415-554-1636

ELIGIBLE RESPONSE - Select one of the following two choices:

I am willing to accept the appointment offered.

I refuse (waive) the appointment offered. By refusing this appointment I understand that I am refusing all reinstatement and/or "bumping" rights as provided in Civil Service Commission Rule 21 - Lay-Off and Rule 112 - Eligible Lists. In signing this form, I understand that I will remain on the holdover roster for the job code from which I was laid off but that I will be:

1) placed "under waiver" (not available) on the holdover roster and will not be offered any placement possibility for which I otherwise qualify and,

2) placed "under waiver" (ineligible) for the city department I am refusing and that I will not be notified again for return-to-duty to this department.

Further, I understand I will remain "under waiver" (not available) on the holdover roster until I request, in writing, that the Department of Human Resources remove my waiver. Upon removal of my waiver, I understand that I will be available to be notified for any future positions for which I qualify under Civil Service Commission Rule 121.

Signature: Amy Dawson Date: 2/4/14

KAH

3



# San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

525 Golden Gate Avenue, 3<sup>rd</sup> Floor  
San Francisco, CA 94102  
T 415.554.1670  
F 415.554.1  
TTY 415.554.1670

March 13, 2014

Amy Castanos-Dawson  
[REDACTED]

Re: Offer of Temporary Civil Service Appointment to Class 0922 – Manager I

Dear Ms. Amy Castanos-Dawson:

This revised offer letter supersedes the previous offer letter dated on March 3, 2014. This offer letter reflects the change in status from Permanent Civil Service to Temporary Civil Service per Civil Service Rule 112.32.4, regarding an eligible appointed from the Redevelopment-Only Priority Eligible List.

The San Francisco Public Utilities Commission (SFPUC) is pleased to extend you a conditional offer of employment as a .0922 Manager I with a proposed start work date of 3/10/14.

This position is designated a Temporary Civil Service, Class 0922, and is represented by Municipal Executives Association (MEA).

You will be starting at Range A in Class 0922 at an approximate annual salary of \$88,660. Additional information about employment within the City and County of San Francisco, including collective bargaining agreements with MEA, retirement information, and Health Services information can be found at the Department of Human Resources' web site. You can find this at <http://www.sfgov.org/dhr>.

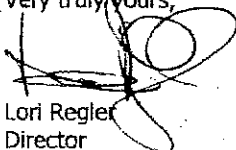
MEA Health Benefits:  
[http://myhss.org/benefits/management\\_cafeteria.html](http://myhss.org/benefits/management_cafeteria.html)

Employee Retirement Benefits:  
<http://sfers.org/modules/showdocument.aspx?documentid=504>

As a manager for the SFPUC you will be subject to economic interest reporting requirements of the California Political Reform Act and the San Francisco Campaign and Governmental Conduct Code. You will therefore be required to complete the Statement of Economic Interest (Form 700) with respect SFPUC Disclosure Category 1 (one). Please see attached letter. You should also carefully review the SFPUC's Statement of Incompatible Activities, also attached. Upon appointment to the SFPUC, you may be required to sever other incompatible employment, consulting activities, or other relationships for which you or your spouse/domestic partner receive any form of compensation. If you have any questions, please contact HRS immediately.

We look forward to hearing from you to confirm acceptance of this offer or answer any question you might have. Please feel free to contact your assigned Human Resource Personnel Analyst, Edwin Serrano with any questions by phone at 415-554-1636 or by email at [eserrano@sflower.org](mailto:eserrano@sflower.org).

Very truly yours,

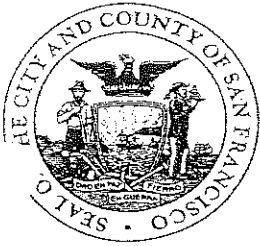
  
Lori Regler  
Director  
Human Resource Services

cc: Personnel File

4

Edwin M. Lee  
Mayor  
Vince Courtney  
President  
Ann Moller Caen  
Vice President  
Francesca Vietor  
Commissioner  
Anson Moran  
Commissioner  
Art Torres  
Commissioner  
Harlan L. Kelly, Jr.  
General Manager





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

*Sent via US Mail*

## RECEIPT OF POSITION-BASED TESTING APPEAL AND NOTICE OF MEETING

E. DENNIS NORMANDY  
PRESIDENT

DOUGLAS S. CHAN  
VICE PRESIDENT

KATE FAVETTI  
COMMISSIONER

SCOTT R. HELDFOND  
COMMISSIONER

GINA M. ROCCANOVA  
COMMISSIONER

FER C. JOHNSTON  
EXECUTIVE OFFICER

DATE: September 5, 2014

REGISTER NO.: 0187-14-4

APPELLANT: MICHAEL B. MCGOWAN

Michael B. Mc Gowan

Dear Mr. McGowan:

This is regarding your appeal dated September 5, 2014 appealing the minimum qualifications of the Maintenance Machinist Supervisor 1 (PBT-7258-063936) examination.

Your appeal will be considered by the Civil Service Commission ("Commission") at a meeting to be held on **October 6, 2014** at 2 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place. The agenda will be posted for your review on the Commission's website at [www.sfgov.org/Civil\\_Service](http://www.sfgov.org/Civil_Service) under "Meetings" no later than end of day on Wednesday, October 1, 2014. Please refer to the attached Notice for procedural and other information about Commission hearings.

The Municipal Transportation Agency ("MTA") may, but is not required to, submit a staff report in response to your appeal. The deadline to do so is next Thursday, September 25, 2014. In the event that MTA chooses to submit a staff report, Commission staff will forward you an electronic copy as you have requested on your appeal form. A hard copy of the report will also be available for your review at the Commission's offices located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

Should you wish to provide any additional information in support of your appeal, or a rebuttal to any staff report MTA chooses to submit, the deadline for receipt in the Commission is 5:00 p.m. on Tuesday, September 30, 2014 (note that the Commission requires an original and nine copies of any supplemental/rebuttal materials you wish to submit—all double-sided, hole-punched, paper-clipped and numbered). Please be sure to redact your submission for any confidential or sensitive information (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

It is important that you or an authorized representative attend the hearing on your appeal. Should you or a representative not attend, the Commission will rule on the information previously submitted and any testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

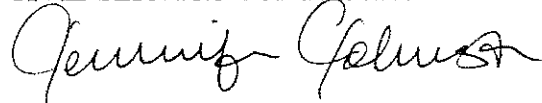
THIS DOCUMENT SUPPORTS  
CALENDAR ITEM 10

*All 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.*

You may contact me at (415) 252-3247 or email [Jennifer.Johnston@sfgov.org](mailto:Jennifer.Johnston@sfgov.org) if you have any questions.

Sincerely,

CIVIL SERVICE COMMISSION

A handwritten signature in black ink, appearing to read "Jennifer Johnston", written over the typed name.

JENNIFER JOHNSTON  
Executive Officer

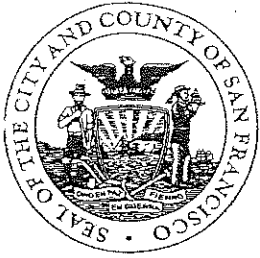
Attachment

Cc: Ed Reiskin, Municipal Transportation Agency  
Donald Ellison, Municipal Transportation Agency  
Clare Leung, Municipal Transportation Agency

# Appeal







**CIVIL SERVICE COMMISSION**  
 City and County of San Francisco  
 25 Van Ness Avenue, Suite 720  
 San Francisco, California 94102-6033  
 Jennifer Johnston, Executive Officer  
 (415) 252-3247

PBT EXAM

CSC Register No.  
 0187-14-4  
 To: X E. REISKIN  
 CC: D. ELLISON  
 C. LEUNG  
 J. CERONIS

**APPEAL TO THE CIVIL SERVICE COMMISSION**

<b>INSTRUCTIONS:</b> Submit an original copy of this form to the Executive Officer of the Civil Service Commission at the address above within the designated number of days following the postmarked mailing date or email date (whichever is applicable) of the Department of Human Resources' or Municipal Transportation Agency's notification to the appellant. The appellant's/authorized representative's original signature is required. (E-mail is not accepted.) It is recommended that you include all relevant information and documentation in support of your appeal.	<b>TYPE OF APPEAL:</b> (Check One)
	<input type="checkbox"/> Examination Matters (by close of business on 5 <sup>th</sup> working day) <input type="checkbox"/> Employee Compensation Matters (by close of business on 7 <sup>th</sup> working day) - Limited application <input type="checkbox"/> Personal Service Contracts (Posting Period) <input type="checkbox"/> Other Matters (i.e., Human Resources Director/Executive Officer Action) (30 Calendar days) <input type="checkbox"/> Future Employability Recommendations (See Notice to Employee)

MICHAEL B. MCGOWAN 2200 SAN JOSE AVE 415 608 3648  
 Full Name of Appellant Work Address Work Telephone

7332 MAINTENANCE MACHINIST MTA GREEN DIVISION  
 Job Code Title Department

Residence Address City State Zip Home Telephone

Full Name of Authorized Representative (if any) Telephone Number of Representative (including Area Code)

**NOTE:** If this is deemed to be a timely and appealable matter, the department will submit a staff report to the Civil Service Commission to request that it be scheduled for hearing. You will be notified approximately one week in advance of the hearing date, at which time you will be able to pick-up a copy of the department's staff report at the Commission's offices. If you would instead prefer Commission staff to email you a copy of the meeting notice and staff report, please provide your email address below.

Email: \_\_\_\_\_

COMPLETE THE BASIS OF THIS APPEAL ON THE REVERSE SIDE. (Use additional page(s) if necessary)

Does the basis of this appeal include new information not previously presented in the appeal to the Human Resources Director? If so, please specify.	Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

Michael B. McGowan 9/4/14  
 Original Signature of Appellant or Authorized Representative Date

State the basis of this appeal in detail. For more information about appeal rights and deadlines, please review the Civil Service Rules located on the Civil Service Commission's website at [www.sfgov.org/Civil\\_Service](http://www.sfgov.org/Civil_Service).

I WOULD LIKE TO REQUEST AN APPEAL OF THE EXAMINATION ANNOUNCEMENT FOR 7258 RECRUITMENT # PRT - 7258-163936 MAINTENANCE MACHINIST SUPERVISOR I.

I BELIEVE THAT I QUALIFY TO BE CONSIDERED FOR THE #7258 POSITION, EXCEPT FOR THE REQUIREMENT TO HAVE ONE YEAR VERIFIABLE EXPERIENCE SUPERVISING JOURNEY LEVEL MAINTENANCE MACHINIST I, AND OTHER 7332 CLASS EMPLOYEES HAVE NOT HAD THE OPPORTUNITY AVAILABLE TO THEM TO GAIN THIS MIN. REQUIREMENT, SINCE STARTING MY EMPLOYMENT WITH CCSF IN JULY OF 2001, THERE HAVE BEEN NO OPENINGS FOR ASSISTANT SUPERVISOR OR SUPERVISOR.

ALSO THE MOQ OF ONE YEAR EXPERIENCE SUPERVISING IS EXCLUDING ANY POTENTIALLY QUALIFIED 7332 MACHINIST (SOME WITH AS MUCH AS 29 YRS WITH CCSF) TO EVEN BE ALLOWED TO APPLY FOR THIS POSITION, WHEN IN PAST TESTS THEY WERE QUALIFIED TO APPLY.

I BELIEVE THESE CHANGES WERE MADE TO NARROW THE POOL OF CANDIDATES TO MAKE IT EASY FOR MIKE ELLIS TO HIRE PAUL RULL HAUSEN, USING THE RULE OF THREE WILL ALSO BE USED TO MAKE THIS POSSIBLE.

THE MOQ IS DISCRIMINATORY IN THAT IT NARROWS THE FIELD OF APPLICANTS, REDUCING THE POOL OF DIVERSE RANGE OF BACKGROUNDS + EXPERIENCES OF EXISTING EMPLOYEES.

THE JOB WAS NOT PROPERLY POSTED FOR ALL ELIGIBLE OR POTENTIALLY ELIGIBLE CANDIDATES.

# STAFF REPORT





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22MTA) Applicable to Municipal Transportation Agency Service-Critical Classes

Refer to Civil Service Commission Procedure for Staff - Submission of  
Written Reports MTA for Instructions on completing and processing this Form

1. Civil Service Commission Register Number: 0187 - 14 - 4
2. For Civil Service Commission Meeting of: October 6, 2014
3. Check One:           Ratification Agenda  
                          Consent Agenda  
                          Regular Agenda
4. Subject: Appeal by Mr. Michael B. McGowan of the minimum qualifications of the class 7258  
Maintenance Machinist Supervisor I (PBT-7258-063936) examination.
5. Recommendation: Deny the appeal of Mr. Michael B. McGowan; Uphold the decision of the  
Director of Transportation, SFMTA
6. Report prepared by: Regina Tharayil//Lawrence Dominguez Telephone number: 701-5040
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:

Municipal Transportation Agency Director:

*Donald E. Ellison*

Date: 9/24/14

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.

<u>CSC RECEIPT STAMP</u>

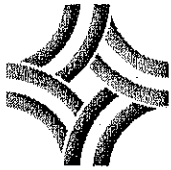
Attachment

NOTIFICATIONS

MICHAEL B. MCGOWAN

DONALD ELLISON  
DIRECTOR, HUMAN RESOURCES  
SFMTA  
1 SOUTH VAN NESS AVENUE, 6<sup>TH</sup> FLOOR  
SAN FRANCISCO, CA 94103  
(415) 701-5079

CLARE LEUNG  
RECRUITMENT MANAGER  
SFMTA  
1 SOUTH VAN NESS AVENUE, 6<sup>TH</sup> FLOOR  
SAN FRANCISCO, CA 94103  
(415) 701-5062



**MEMORANDUM**

DATE: September 23, 2014

TO: The Honorable Civil Service Commission

THROUGH: Donald Ellison *DE*  
Director, Human Resources

THROUGH: Clare Leung *CL*  
Recruitment Manager

FROM: Regina Tharayil *RT*  
Principal Personnel Analyst

Lawrence Dominguez *LD*  
Senior Personnel Analyst

SUBJECT: Appeal of the minimum qualifications for class 7258 Maintenance Machinist Supervisor I Examination (PBT-7258-063936)

San Francisco Municipal Transportation Agency Recommendation: Adopt staff report; deny the appeal of Mr. Michael B. McGowan.

BACKGROUND

The examination announcement for class 7258 Maintenance Machinist Supervisor I was issued by the San Francisco Municipal Transportation Agency (SFMTA) under the Position Based Testing Program. Class 7258 Maintenance Machinist Supervisor I is a citywide classification utilized by the San Francisco Public Utilities Commission (SFPUC), Port of San Francisco (PORT) and SFMTA. This class is the highest level in the Maintenance Machinist series. The lower classes in the series are class 7337 Maintenance Machinist Assistant Supervisor and class 7332 Maintenance Machinist.

In accordance with the procedures governing the Position Based Testing Program, a job analysis was conducted with Subject Matter Experts (SMEs) from the SFMTA. As part of the job analysis process, the task statements and knowledge, skills and abilities statements were updated. The minimum qualifications were established based on the minimum amount of training and/or experience that would allow an applicant to acquire the knowledge, skills, and abilities required for the successful performance of the duties of the classification. The current minimum qualifications are as follows:

MINIMUM QUALIFICATIONS:

1. Completion of a recognized Machinist's apprenticeship program and three years fulltime verifiable experience as a journey-level Maintenance Machinist, and one year fulltime verifiable

experience supervising journey-level Maintenance Machinists engaged in repairing, maintaining, rebuilding and fabricating tools, equipment, pumps and component parts; **OR**

2. A combination of trade related training (certificate program or military training program for a minimum of two years) and fulltime verifiable experience as a journey-level Maintenance Machinist totaling seven years and one year fulltime verifiable experience supervising journey-level Maintenance Machinists engaged in repairing, maintaining, rebuilding and fabricating tools, equipment, pumps and component parts; **AND**
3. Possession of a current valid driver license; **AND**
4. Ability to use applicable computer software applications (CAD [Computer aided drafting] and CAM [Computer aided manufacturing] software). This ability will be evaluated during the probationary period.

**Notes:**

1. Experience as a manual machinist/Computer Numerical Control (CNC) machinist and manual machinist will be considered qualifying under #1 and #2 above.
2. Eligibles must maintain the requirement under #3 throughout their employment with City and County of San Francisco.

The content of the minimum qualifications for the class remained the same as in the previous examination announcement of 2001. The classification specification was updated and amended to reflect the most recent job analysis. The Department of Human Resources posted the amended classification specification on March 17, 2014 (Attachment 1). No appeal of the minimum qualifications was received during this posting period. Consequently, the classification specification was finalized on March 27, 2014.

On May 19, 2014 the draft examination announcement was provided to the Automotive Machinists Union, Local 1414, (the union that represents the subject classification). In response, the union recommended minor changes to the language in the Notes section of the examination announcement. This was accepted by SFMTA SMEs.

Subsequently, the examination announcement for class 7258 Maintenance Machinist Supervisor I was issued on August 28, 2014 (Attachment 2) with a final filing date of September 12, 2014. A total of 28 applications were received during the filing period. The applications are currently being reviewed. Mr. McGowan filed an appeal on September 5, 2014 with the Civil Service Commission. The appellant, Mr. McGowan, did not submit an application for the 7258 Maintenance Machinist Supervisor I examination.

**ISSUES**

1. Are the minimum qualifications for class 7258 Maintenance Machinist Supervisor I appropriate?
2. Did the Agency post the examination announcement in accordance with the Civil Service Commission and Department of Human Resources rules and guidelines?



## AUTHORITY

### Civil Service Commission Rule Sec. 411.18 Announcement

The examination announcement shall provide the qualifications, dates, duration of eligible lists, and other particulars regarding the examinations thereon announced. Applicants must be guided solely by the announcement of the examination(s) for which they apply.

### Civil Service Commission Rule Sec. 410.15 Qualifications of Applicants

Every applicant for entrance or promotional examination must possess and maintain the qualifications required by law and by the announcement of the examination for which applied. Experience gained in violation of Commission Rule will not be recognized. It is the responsibility of the appointing officer and of the employee to have out-of-class experience recorded as provided elsewhere in these Rules.

## FINDINGS

Staff believes that the minimum qualifications as provided on the announcement are appropriate for the subject classification. Additionally, staff believes that the examination announcement was posted and publicized appropriately in accordance with the Civil Service Commission and Department of Human Resources rules and guidelines.

A job analysis was conducted using SFMTA SMEs. During the job analysis, the SMEs reviewed and updated the knowledge, skills and abilities required to successfully perform the duties of the Maintenance Machinist Supervisor I classification. They also reviewed and updated the minimum qualifications. The content of the minimum qualifications for the class remained the same as in the previous examination announcement of 2001 (Attachment 3).

The class 7258 Maintenance Machinist Supervisor I is the second level supervisory classification and the highest level in the Maintenance Machinist series. Class 7258 Maintenance Machinist Supervisor I employees are responsible for and orchestrate the fabrication, maintenance and repair of a wide variety of instruments and mechanical equipment at the Cable Car and Meter shops at SFMTA. Based on the recommendations of the SMEs, experience solely at the level of the Class 7332 Maintenance Machinist will not provide the KSAs necessary to perform the functions of the classification. Therefore, it is critical that applicants possess one year of full-time experience supervising journey-level Maintenance Machinists through the City and County or an outside employer.

Also in the appeal, the appellant states that changes have been made to the minimum qualifications to facilitate the hiring of a specific SFMTA employee. Our archival research indicates there was a Permanent Civil Service examination conducted which resulted in an eligible list in 2001. The named employee appears on this eligible list (List ID: 51091) (Attachment 4).

Mr. McGowan also states in his appeal that there were no promotional opportunities in the Maintenance Machinist series. Class 7332 Maintenance Machinist employees have been afforded the opportunity to apply for the promotive class 7337 Maintenance Machinist Assistant Supervisor

examination. A permanent Civil Service examination was conducted by the Department of Human Resources for class 7337 Maintenance Machinist Assistant Supervisor in the Spring of 2005 (Attachment 5) and an eligible list was established (List ID: 52680) (Attachment 6). Note that the appellant's name is not reflected on this eligible list. Currently there are permanent filled positions for class 7337 Maintenance Machinist Assistant Supervisor at the SFPUC.

Lastly, the examination announcement was posted from August 28, 2014 through September 12, 2014 on the Department of Human Resources website. In addition, SFMTA sent a link of the examination announcement by email to numerous entities including: all divisions of the San Francisco Municipal Transportation Agency; city departments; various community agencies; municipal agencies; other transit agencies; labor organizations and targeted universities. Furthermore, all prospective candidates who registered for electronic notification by email of the examination announcement were notified.

#### CONCLUSION

The minimum qualifications for class 7258 Maintenance Machinist Supervisor I are appropriate and reflect the required minimum level of training and experience to perform satisfactorily the duties of the classification.

Additionally, employees in class 7332 Maintenance Machinist have had the opportunity to apply and be considered for a promotive opportunity in class 7337 Maintenance Machinist Assistant Supervisor.

#### RECOMMENDATION

We respectfully request that the Commission uphold the decision of the Director of Transportation, SFMTA; Deny the appeal of Mr. Michael McGowan.

### Index of Attachments

Attachment		Page(s)
1	Class 7258 Maintenance Machinist Supervisor I classification specification [ 2 pages]	6 - 7
2	Class 7258 Maintenance Machinist Supervisor I examination announcement issued 2014 [ 5 pages]	8-12
3	Class 7258 Maintenance Machinist Supervisor I examination announcement issued 2000 [ 2 pages]	13-14
4	Class 7258 Maintenance Machinist Supervisor I eligible list from 2001 (List ID: 51091) [1 page]	15
5	Class 7337 Maintenance Machinist Assistant Supervisor examination announcement issued 2005 [3 pages]	16-18
6	Class 7337 Maintenance Machinist Assistant Supervisor eligible list (List ID: 52680) [1 page]	19

ATTACHMENT 1



Department of Human Resources

Close  
Print

Maintenance Machinist Supervisor I (#7258)

\$50.01-\$50.01 Hourly / \$8,669.00-\$8,669.00 Monthly / \$104,026.00-\$104,026.00 Yearly



Email Me when a Job Opens for the above position(s)

**Definition**

Under general direction, supervises a group of Maintenance Machinists and other craft workers engaged in the fabrication, maintenance and repair of a wide variety of instruments and mechanical equipment, including pumps and valves, machinery, castings and metal parts.

**Distinguishing Features**

The class 7258 Maintenance Machinist Supervisor I is the second level supervisory class of the series. It is distinguished from the 7337 Maintenance Machinist Assistant Supervisor in that the latter is the first level working supervisor of the series.

**Supervision Exercised**

Supervises the work of maintenance machinists and other craft workers.

**Examples of Important and Essential Duties**

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Supervises the work of subordinate craft persons such as machinists, automotive service workers, machinist helpers and welders engaged in the fabrication, maintenance and repair of a wide variety of instruments and mechanical equipment by planning, assigning, organizing, monitoring and reviewing their work; conducts performance evaluations, employee consultations and discipline; enforces departmental policies and procedures; develops new policies and procedures; coordinates with other skilled crafts.
2. Provides training for employees to assist in their development and advancement including safety training and prevention of work-related illness and injury.
3. Oversees the fabrication, maintenance, and repair of a wide variety of instruments and mechanical equipment that includes valves, castings, metal parts, sewer pumps, and pneumatic and hydraulic equipment and performs machinist duties as needed.
4. Prepares drawings, sketches and plans in connection with the fabrication of tools and safety equipment for machine shop use.
5. Prepares job estimates by determining materials and parts needed, cost of materials, manpower needs and tooling requirements.
6. Diagnoses malfunctions in machinery or equipment by testing and making visual or auditory inspections of equipment; and inspects shop equipment, machinery and facilities to ensure proper maintenance and cleanliness.
7. Writes reports, cost estimates, memos, and completes forms regarding personnel, job orders and equipment; requisitions materials and parts; and maintains records.
8. Requisitions materials and parts needed to maintain, repair and fabricate machinery and equipment.
9. Operates a motor vehicle to transport self and materials to job sites.
10. Performs related duties as required.

**Knowledge, Skills and Abilities**

Knowledge of: machining methods and principles; basic composition, characteristics and use of commonly used machine shop metals and materials; mathematical functions; and safety.  
Skill in: computer utilization; and operating motor vehicles.

Ability to: plan, assign and supervise; sketch and interpret blueprints and drawings of layout work; diagnose malfunctions; communicate orally and in writing; drive; develop and maintain harmonious and professional working relationships to deal courteously and effectively with individuals from a variety of cultural and socioeconomic backgrounds; gather, prepare and maintain records and utilize applicable computer software.

**Experience and Training**

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

1. Completion of a recognized Machinist's apprenticeship program and three years fulltime verifiable experience as a journey-level Maintenance Machinist, and one year fulltime verifiable experience supervising journey-level Maintenance Machinists engaged in repairing, maintaining, rebuilding and fabricating tools, equipment, pumps and component parts; OR
2. A combination of trade related training (certificate program or military training program for a minimum of two years) and fulltime verifiable experience as a journey-level Maintenance Machinist totaling seven years and one year fulltime verifiable experience supervising journey-level Maintenance Machinists engaged in repairing, maintaining, rebuilding and fabricating tools, equipment, pumps and component parts; AND
3. Ability to use applicable computer software applications.

**License or Certificate**

Possession of a valid driver license.

**Notes**

**ORIGINATION DATE:** 7/1/1977

**AMENDED DATE:** 12/26/2008, 3/27/14

**Disaster Service Workers**

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

---

**CLASS:** 7258    **EST:**    **REV:**    **FORMERLY JOB TITLE:**    **REPLACES JOB TITLE:**  
**EEOC:** 7    **MEDICAL:**

7

**7258 Maintenance Machinist Supervisor I**  
**Recruitment #PBT-7258-063936**

**Department: Municipal Transportation Agency**

**Analyst: Raymond Kong**

**Date Opened: 8/28/2014 8:00:00 AM**

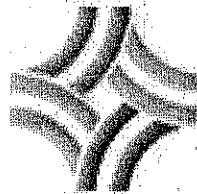
**Filing Deadline: 9/12/2014 5:00:00 PM**

**Salary: \$102,986.00-\$102,986.00 Yearly**

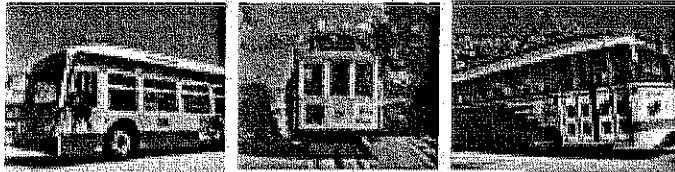
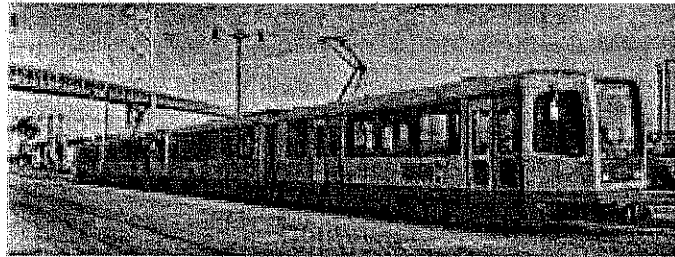
**Job Type: Permanent PBT**

**Employment Type: Full-Time**

**INTRODUCTION**



**SFMTA**  
 Municipal  
 Transportation  
 Agency



The following information describes the civil service classification for which applications are being solicited.  
 Make sure you read the entire announcement before completing the application form.

The purpose of this examination announcement is to establish an eligible list for this classification.

This is a Position-Based Test conducted in accordance with CSC Rule 411A.

**POSITION DESCRIPTION:**

Under direction, a Maintenance Machinist Supervisor I, supervises a group of Maintenance Machinists and other crafts persons engaged in the fabrication, maintenance and repair of a wide variety of instruments and mechanical equipment, including pumps and valves, machinery, castings and metal parts. Essential functions include: interpreting, carrying out and enforcing existing methods and procedures and developing new policies and procedures relative to machine shop activities; making

routine contacts with other departmental personnel and outside organizations in connection with shop operations; providing training; preparing drawings, sketches and plans; preparing job estimates; diagnosing malfunctions in machinery or equipment; writing reports, cost estimates, memos and completing forms; requisitioning parts and materials; gathering, preparing and maintaining operating shop records and reports; driving to work sites to do job estimates; overseeing and reviewing work of subordinates; and performing related duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Completion of a recognized Machinist's apprenticeship program and three years fulltime verifiable experience as a journey-level Maintenance Machinist, and one year fulltime verifiable experience supervising journey-level Maintenance Machinists engaged in repairing, maintaining, rebuilding and fabricating tools, equipment, pumps and component parts; **OR**
2. A combination of trade related training (certificate program or military training program for a minimum of two years) and fulltime verifiable experience as a journey-level Maintenance Machinist totaling seven years and one year fulltime verifiable experience supervising journey-level Maintenance Machinists engaged in repairing, maintaining, rebuilding and fabricating tools, equipment, pumps and component parts; **AND**
3. Possession of a current valid driver license; **AND**
4. Ability to use applicable computer software applications (CAD (computer aided drafting) and CAM (Computer aided manufacturing) software). This ability will be evaluated during the probationary period.

**Notes:**

1. Experience as a manual machinist/Computer Numerical Control (CNC) machinist and manual machinist will be considered qualifying under #1 and #2 above.
2. Eligibles must maintain the requirement under #3 throughout their employment with City and County of San Francisco.

**HOW TO APPLY:**

City and County of San Francisco employment applications for this position will be accepted through an on-line process only. Mailed, hand delivered or faxed applications will not be accepted. Visit [www.jobaps.com/sf](http://www.jobaps.com/sf) to begin the application process.

- Click and select 7258 Maintenance Machinist Supervisor I (PBT-7258-063936)
- Click on "Apply" and read and acknowledge the information
- Click on "I am a New User" if you have not previously registered, or on "I have REGISTERED PREVIOUSLY"
- Follow instructions given on the screen.

Computer kiosks are available for the public from 8:00 a.m. to 5:00 p.m. Monday through Friday to file online applications in the lobby of the Department of Human Resources, 1 South Van Ness Avenue, 4th Floor, San Francisco and in the lobby of SFMTA Human Resources office, 1 South Van Ness Avenue, 6th Floor, San Francisco.

Applicants may be contacted by e-mail. It is their responsibility to ensure that their registered e-mail address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email

to accept CCSF mail from the following addresses: (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org).

Upon successful submittal of the application online, the applicant will receive a notification on the screen, as well as in the applicant's e-mail inbox, acknowledging the receipt of the application by the SFMTA - Merit Section. If you are having difficulty submitting your application online, please contact us at 415.701.5046 or 415.701.4441 between 8:30 a.m. – 12:00 p.m. and 1:00 p.m. - 4:30 p.m. Monday through Friday or by e-mail at Raymond.Kong@sfmta.com.

**VERIFICATION:**

Applicants may be required to submit verification of qualifying training, experience, and driver license at any point in the application, examination and/or departmental selection process. Written verification (proof) of qualifying experience must verify that the applicant meets the minimum qualifications stated on the examination announcement. Written verification must be submitted on employer's official letterhead, specifying name of employee, dates of employment, types of employment (part-time/full-time), job title(s), description of duties performed, and the verification must be signed by the employer. City employees will receive credit for the duties of the class to which they are appointed. Credit for experience obtained outside of the employee's class will be allowed only if recorded in accordance with the provisions of the Civil Service Commission Rules. Experience claimed in self-employment must be supported by documents verifying income, earnings, business license and experience comparable to the minimum qualifications of the position. Copies of income tax papers or other documents listing occupations and total earnings must be submitted. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

**SELECTION PROCEDURE:**

**Supervisory Written Examination: (Weight: 100%)**

Candidates will be administered a written multiple-choice examination that includes test items that relate to various supervisory practices and procedures (e.g., directing subordinates, delegating tasks to subordinates, providing customer service, demonstrating appropriate supervisory/leadership behavior, addressing and/or evaluating subordinate issues, behavior and performance, etc.) as well as reading comprehension items.

This is a standardized examination and, therefore, test questions and test answers are not available for public inspection or review.

The score you achieve on this examination shall be valid and "banked" for three years, starting from the date of the examination. This means that, during this three-year time period, you will not be required to take this test again should you apply and be found eligible for a future announcement for which this particular test is used. Please note this test is used for other supervisory classes therefore your test score may be applied to one or more of these classes if you choose to apply to future recruitments. If the test for this future announcement is held within one year of the date of this examination, your score will be automatically applied to that announcement. However, after one year, you have the option to either (a) apply your test score to the other announcement or (b) re-take the test. Re-testing is permitted no sooner than one year from the date of the examination and only in association with your eligibility for another announcement for which this test is used. Please note that, should you re-test, your re-test score would become your official score since it is the most recent.



**CERTIFICATION RULE:**

The certification rule used for the eligible list resulting from this selection process will be the Rule of Three Scores. The hiring department may conduct additional selection processes to make final hiring decisions.

**ELIGIBLE LIST:**

Upon approval of the Director of Transportation (see Civil Service Rule 411A.27.5), the eligible list resulting from this announcement may be used by other departments that also use this classification or a similar classification. To find other Departments which use this classification, please see <http://www.sfdhr.org/Modules/ShowDocument.aspx?documentID=13693>. Search that document by title or job code to see which departments use this classification.

**NOTES:**

Make sure your application and any attachments to the application submitted at the time of filing are complete and accurate and include details on all experience, education, training and other information that qualifies you for this recruitment. Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment or inability to receive full credit for scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used for scoring or considered to determine whether you meet the minimum qualifications.

**Medical Examination/Drug Testing:**

Candidates who are being considered for appointment for positions which may be required to pass a medical examination. Candidates who cannot meet the medical requirement will be placed under waiver until this requirement is met. The medical examination will be administered only to those applicants who are being considered for appointment.

Qualified applicants with disabilities requiring reasonable accommodation in the selection process must contact the SFMTA by phone at 415.701.5046, 415.701.4441 or 415.701.5043 (TTY); or in writing to: SFMTA Human Resources, Merit Section, 1 South Van Ness, 6th Floor, San Francisco, CA 94103. For further information, contact 415.701.5046 or 415.701.4441.

**Reasonable Accommodation Request:**

Information on requesting reasonable accommodation for persons with disabilities can be found at: <http://www.sfdhr.org/index.aspx?page=20#applicantswithdisabilities>

**Veteran's Preference:**

Information regarding requests for veterans preference can be found at: <http://www.sfdhr.org/index.aspx?page=20#veteranspreference>

**Seniority Credit in Promotional Exams:**

<http://www.sfdhr.org/index.aspx?page=20#senioritycredit>

**Position Based Testing:**

<http://www.sfdhr.org/index.aspx?page=20#positionbasedtesting>

**General Information concerning San Francisco Municipal Transportation Agency Employment Policies and Procedures:**

Employment Information for the San Francisco Municipal Transportation Agency can be obtained at <http://www.sfdhr.org/index.aspx?page=20>, or hard copy at 1 South Van Ness Avenue, 6<sup>th</sup> Floor. This information, including information regarding appeals of the terms of this announcement, is part of the terms of all announcements.

**Terms of Announcement and Appeal Rights**

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at [www.jobaps.com/sf](http://www.jobaps.com/sf).

The terms of this announcement may be appealed under Civil Service Rule 411A.36.1. The standard for the review of such appeals is 'abuse of discretion' or 'no rational basis' for establishing the position description, the minimum qualifications and/or the certification rule. Appeals must include a written statement of the item(s) being contested and the specific reasons(s) why the cited item(s) constitute(s) abuse of discretion by the Human Resources Director. Appeals must be submitted directly to the Executive Officer of the Civil Service Commission within five business days of the announcement issuance date. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://www.sfgov3.org/index.aspx?page=300>.

**Copies of Application Documents:**

Applicants are encouraged to keep copies of all documents submitted. Submitted documents become a permanent part of the exam records and will not be returned. The hiring department may require applicants to submit the same documents and/or additional documents at a later date.

**Right to Work:**

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

**Women, Minorities, and Persons with Disabilities are encouraged to apply  
An Equal Opportunity Employer**

Exam Type: Combined Promotive & Entrance  
Issued: August 28, 2014  
Edward D. Reiskin  
Director of Transportation  
San Francisco Municipal Transportation Agency  
Recruitment ID Number: 063936  
MTA/RK: 415.701.5046  
MTA/AK: 415.701.4441

  
 CITY AND COUNTY OF SAN FRANCISCO  
**EMPLOYMENT OPPORTUNITY**

The following information describes the civil service classification for which applications are being solicited.  
 Make sure you read the entire announcement before completing the application form.

**AMENDED AND REISSUED**

**FOR INFORMATIONAL PURPOSE ONLY - NOT OPEN FOR FILING**  
**7258 Maintenance Machinist Supervisor I**

The Maintenance Machinist Supervisor I, working supervisor, under direction, supervises a group of Maintenance Machinists and other craftspersons engaged in the fabrication, maintenance and repair of a wide variety of instruments and mechanical equipment, including pumps and valves, machinery, castings and metal parts; and performs related duties as required. Essential functions include: supervising subordinate personnel such as Maintenance Machinist Assistant Supervisor, machinists and welders; interpreting, carrying out and enforcing existing methods and procedures relative to machine shop activities, developing new policies and procedures; providing training that includes safety training, the prevention of work related illnesses and injuries, and mandated compliance; overseeing the fabrication, maintenance, and repair of a variety of instruments and mechanical equipment and performing machinist duties as needed; preparing drawings, sketches and plans; preparing job estimates; diagnosing malfunctions in machinery or equipment; writing reports, cost estimates, memos and completing forms; requisitioning materials and parts; gathering, preparing and maintaining operating shop records. Performs related duties as required. Work in this classification requires proficiency in computer software applications. The current annual salary range is \$61,204 - \$74,412.

**MINIMUM QUALIFICATIONS:**

1. Completion of a recognized Machinist's apprenticeship program and three years verifiable experience as a journey-level Maintenance Machinist, and one year experience at a level equivalent to City Class 7337 Maintenance Machinist Assistant Supervisor; **OR**
2. A combination of trade related training (a minimum of two years) and experience as a journey-level Maintenance Machinist totaling seven years and one year experience at a level equivalent to City Class 7337 Maintenance Machinist Assistant Supervisor; **AND**
3. Possession of a current valid driver license to be presented at the time of the examination; **AND**
4. Ability to use applicable computer software applications. This ability will be evaluated during the probationary period.

**Note:**

1. Experience as a production line machinist or Computer Numerical Control (CNC) Operator will not be considered qualifying under #1, #2 and #4 above.
2. Eligibles must maintain the requirement under #3 through out their employment with City and County of San Francisco.

**HOW TO APPLY:**

Applications will be available at 44 Gough Street, San Francisco, CA 94103, from 8:00 a.m. to 5:00 p.m. starting on November 3, 2000 through November 17, 2000. All applicants **MUST** submit a general City and County of San Francisco application form with verification of the minimum required experience and/or training to the Department of Human Resources, Team #4, Exam 7258, 44 Gough Street, San Francisco, CA 94103.

Applications and supporting documentation filed in person must be received no later than 5:00 p.m., on the final filing date, November 17, 2000. Mailed applications must be postmarked by the final filing date. Applicants are encouraged to keep copies of all materials submitted for their own records.

13

**Minorities, Women, and Persons with Disabilities are Encouraged to Apply  
 An Equal Opportunity Employer**

**VERIFICATION:**

Verification (proof) of all experience and training needed to qualify must be submitted with the application by the final filing date of November 17, 2000 on the employer's letterhead and must show the name of the applicant, job title(s), duties actually performed, dates of service, and must be signed by the employer. Verification from union must include exact number of hours worked. City and County of San Francisco employees will receive credit for the duties of the class to which appointed and therefore, do not need to provide verification of City work experience. Credit for experience obtained outside the employee's class will only be allowed if recorded in accordance with Civil Service Commission Rules. City employees with less than 8 years of the qualifying experience must provide verification for the additional qualifying experience to meet the 8-year requirement. Experience claimed in self-employment will be accepted only if supported by documents verifying income, earnings and experience comparable to minimum qualifications as specified on this announcement. Applicants who cannot obtain the required verification by the deadline date may request a waiver of the experience verification requirement and/or an extension of time. To make such a request, the applicant must submit a signed statement together with the application explaining why verification cannot be obtained. Request for waivers will be evaluated on a case-by-case basis. Failure to submit the required verification or request for waiver in a timely manner may result in rejection of the application.

**SELECTION PROCEDURE:****Written performance examination:****Weight:**

Candidates will be tested to measure their relative knowledge, skill and ability levels in job related areas which may include, but are not limited to: supervisory ability; ability to sketch and interpret blueprints and drawings of layout work; knowledge of machining methods and principles; knowledge of basic composition, characteristics and uses of commonly used machine shop metals and materials; knowledge of mathematical functions; safety knowledge; diagnostic ability; written communication ability; and human relations ability.

**Pass/Fail**

The certification rule for the eligible list resulting from this examination will be the Rule of The List. In addition to the above mentioned selection procedure, departments may administer additional selection procedures to make final hiring decisions.

Qualified candidates with disabilities requiring reasonable accommodation for this examination must contact the examination analyst by phone at 415-557-4887 (voice) or, if hearing impaired, 415-775-9484 (TDD), or in writing at 44 Gough Street, San Francisco, CA (specify 7258 Maintenance Machinist Supervisor I) as soon as possible.

Candidates for employment with the Airport Commission will be required to provide a complete employment history for the past ten (10) years, and to provide an explanation of all gaps in employment during that period. An Airport Personnel representative will verify the past five (5) years of candidates' employment. In order to determine eligibility for security clearance, candidates may be required to undergo a criminal history check, including fingerprints.

Amended & Reissued: January 12, 2001  
Announcement No.: 01-213  
Amended & Reissued: 11/10/2000  
Announcement No.: 01-147  
ISSUED: November 3, 2000  
ANNOUNCEMENT NO.: 01-137  
TEAM 4/HXD 415-557-4887

COMBINED ENTRANCE/  
PROMOTIVE

Andrea R. Gourline, Director  
Department of Human Resources

General information concerning City and County of San Francisco employment policies and procedures may be found in the pamphlet entitled "Important Employment Information." This information, including information regarding appeals of the terms of this announcement, is part of the terms of all announcements. The pamphlet is available at the Department of Human Resources Information Center, 44 Gough Street. Read the entire announcement and the pamphlet before you fill out your Employment Application.



City and County of San Francisco - Department of Human Resources  
Tentative Eligible List  
Specific Duration/Rule of List  
Detail by Name

Class : 7258 MAINTENANCE MACHINIST SUPERVISOR I

List ID : 51091

List Type: CPE List No: 5 Limit: U Scope :

Announcement : 01-147

Held 01/26/01 Posted 02/26/01 Begin Inspection 02/27/01 End Inspection 03/01/01 Adopt Date

Duration (months) 24 Certification Rule: ROL Team : 04

Last Name	First Name	MI	Waiver Codes
CROWLEY	LAWRENCE	G	
LAU	LAWRENCE	J	
RULLHAUSEN	PAUL	J	
WILSON	EDWARD	G	
WOOLERY	WAYNE	W	

Waiver	Description
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CITY AND COUNTY OF SAN FRANCISCO  
**EMPLOYMENT OPPORTUNITY**

The following information describes the civil service classification for which applications are being solicited.  
 Make sure you read the entire announcement before completing the application form.

**7337 MAINTENANCE MACHINIST ASSISTANT SUPERVISOR**

Under general supervision of the 7258 Maintenance Machinist Supervisor I or 7136 Water Shop And Equipment Superintendent, the 7337 Maintenance Machinist Assistant Supervisor is a first level working supervisor who is responsible for supervision and oversight of skilled work in the fabrication, installation, maintenance and repair of a wide variety of instruments and mechanical equipment, including electronic and/or hydraulic valves, castings, and metal parts. Incumbents in this class will also supervise and direct the work of subordinate journey level machinists and other craft persons. Facilities where positions are located are: Administrative Services and Public Utilities Commissions, Water Department. Performs other related duties as required.

The essential functions of this class include: interpreting and implementing established methods and procedures relative to machine shop activities; participating in and assigning work to subordinate machinists and other craft persons engaged in repairing, rebuilding and manufacturing tools, equipment, pumps, and component parts; inspecting and reviewing maintenance and repair work to assure conformance with instructions and standard procedures; instructing subordinates in methods of manufacturing, fabricating and/or repairing equipment; preparing drawings and sketches in connection with the fabrication of tools and safety equipment for machine shop use; maintaining operational and personnel records; meeting regularly with subordinate machinists and other craft persons to discuss safety and personnel matters; determining parts and materials needed for repair work, job orders, and manpower resources for billing, and assuring their compliance with needs when received; diagnosing malfunctions of machinery and/or equipment using visual, auditory, and computerized inspections; making recommendations to maintain materials and records regarding the acquisition of new shop equipment; supervising and assisting in the manufacture of tools, jigs, fixtures, patterns, machine parts, valves, and castings in connection with the maintenance, repair and manufacture of such equipment and facilities; operating, repairing and maintaining lathes, drills, presses, milling machines, planers, shapers, grinders and other common machine tools in the construction and repair of parts, tools, fixtures and machinery; operating gas and electric welding equipment; manufacturing, repairing, installing and adjusting electronic and/or hydraulic valve actuators and other similar types of equipment; cleaning parts and equipment with chemicals and other types of cleaning solvents; manufacturing and repairing special tools necessary for specialized equipment at remote locations; preparing and presenting reports, charts, and graphs of findings and recommendations on shop operations, equipment, and personnel; monitoring and tracking of time and attendance of staff; preparing work orders and cost and time estimates; acquisition of supplies and equipment; generating various preventive and/or maintenance management reports with a computerized maintenance management system (e.g., MAXIMO, MAPCON, ETIME, and FAMIS); communicating with supervisors, managers, and other departmental personnel as necessary, including with the aid of a computer; preparing and writing reports, memos, letters; completing personnel actions regarding staff, to include, disciplinary and performance counseling; conducting training; and writing performance evaluations.

Nature of work may involve using cleaning solvents; working at heights, on ladders and cranes; and working underground or in dark, dusty, cramped and/or confined, damp, dirty, noisy, and oily places; and lifting heavy objects and equipment that could weigh up to 50 pounds. The current annual salary range is \$60,892.00 - \$74,022.00.

**Minorities, Women, and Persons with Disabilities are Encouraged to Apply**  
**An Equal Opportunity Employer**

**MINIMUM QUALIFICATIONS:**

1. Completion of a recognized machinist's apprenticeship program and three years of verified experience as a journey-level maintenance machinist; **OR**
2. A combination of trade-related training (a minimum of two years) and experience as a journey-level maintenance machinist totaling seven years; **AND**
3. Possession of a Class C driver's license. Applicants must submit a copy with application.

**HOW TO APPLY:**

Applicants **must** complete a City and County of San Francisco employment application form and supplemental application and verify all qualifying training and experience (**see section on verification requirements**). Applications will be available at 44 Gough Street, San Francisco, CA from 8:00 a.m. to 5:00 p.m. beginning March 11, 2005. You may also obtain a copy of this Announcement, Supplemental Application (Tasks/Skills Assessment Survey), and a City and County of San Francisco General Application by visiting the City website ([www.sfgov.org](http://www.sfgov.org)). **The final filing date is March 25, 2005.** All applications, supplemental applications (Tasks/Skills Assessment Survey), and verification materials **must** be submitted and/or postmarked by March 25, 2005. Apply to the Department of Human Resources, Team RAS#1A, Class 7337, 44 Gough Street, San Francisco, CA 94103. Applicants are encouraged to keep a copy of their application, supplemental application (Tasks/Skills Assessment Survey) and all other supporting documents submitted for this exam process for their own records.

**SUPPLEMENTAL APPLICATION:**

Each applicant is required to submit a supplemental application (Tasks/Skills Assessment Survey) with their City and County of San Francisco general application and verification of training and experience, at time of filing. The supplemental application (Tasks/Skills Assessment Survey) will be used to evaluate training and experience of the candidates participating in this examination and determine their scores and ranks. Therefore, it is important that information provided is complete, accurate, concise, legible, and specifies exact duties. False or incorrect information may result in disqualification from the exam process. Failure to submit the supplemental application (Tasks/Skills Assessment Survey) may delay application processing.

**VERIFICATION OF TRAINING AND EXPERIENCE:**

Verification (proof) of training (diploma, certificate or transcript) and/or experience needed to qualify **must** be submitted by all applicants, including City Employees with the application and supplemental application (Tasks/Skills Assessment Survey). To verify the required training and experience, applicants must submit letters of verification. These letters **must** be on employer's letterhead and must show the name of the applicant, job title(s), description of duties performed, dates of service (month/day/year) and must be signed by the employer or appropriate representative. City employees may submit performance evaluations to verify qualifying City experience. City employees who meet the experience requirement on the basis of other relevant experience must verify training and outside qualifying experience as stated above. City and County employees will receive credit for the duties of the class to which appointed. Credit for experience obtained outside of the employee's class will only be allowed if recorded in accordance with the provisions of the Civil Service Commission Rules and the Department of Human Resources' Policy on Temporary Out-of-Class Assignments. Verification may be waived if impossible to obtain. The applicant **must** submit a signed statement with the application explaining why verification cannot be obtained. Waivers will be considered on a case-by-case basis. **Failure to submit the required verification or a request for waiver by the final filing date, Friday March 25, 2005, may result in rejection of the application.**

**SELECTION PROCEDURES****Training and Experience Evaluation:**

Information provided by candidates on the supplemental application (Tasks/Skills Assessment Survey) will be used to evaluate the candidate's relative knowledge, skills and abilities in job related areas. This information will be used to determine scores and ranks on the eligible list. The number of years and level of training and experience claimed on the application **must** be supported by training and experience letters of verification of qualifying work experience. Any training and experience not supported by information provided on the verification will not be considered.

Weight.....100%

**CERTIFICATION RULE:**

The certification rule resulting from this selection procedure will be the Rule of Three Scores. The names of eligibles appearing on the list will be referred to hiring departments based on that rule. Departments to which eligibles are referred may administer additional selection processes to make final hiring decisions.

**ADDITIONAL TESTING INFORMATION:**

Applicants with disabilities requiring reasonable accommodation for this process must contact the examination analyst by phone at (415) 557-4943 or if hearing impaired, (415) 775-9484 (TDD), or in writing to the Department of Human Resources, Team # MSS1A (Class 7337), 44 Gough Street, San Francisco, CA 94103, as soon as possible.

Combined/Promotive/Entrance (CPE)

Phillip A. Ginsburg

Director

Department of Human Resources

Issued: March 11, 2005

Announcement#: 52680

RAS #1A/TLW/(415) 557-4943

General information concerning City and County of San Francisco employment policies and procedures may be found in the pamphlet entitled "Important Employment Information." This information, including information regarding appeals of the terms of this announcement, is part of the terms of all announcements. The pamphlet is available at the Department of Human Resources Information Center, 44 Gough Street. Read the entire announcement and the pamphlet before you fill out your Employment Application.





# City and County of San Francisco - Department of Human Resources

## Tentative Eligible List

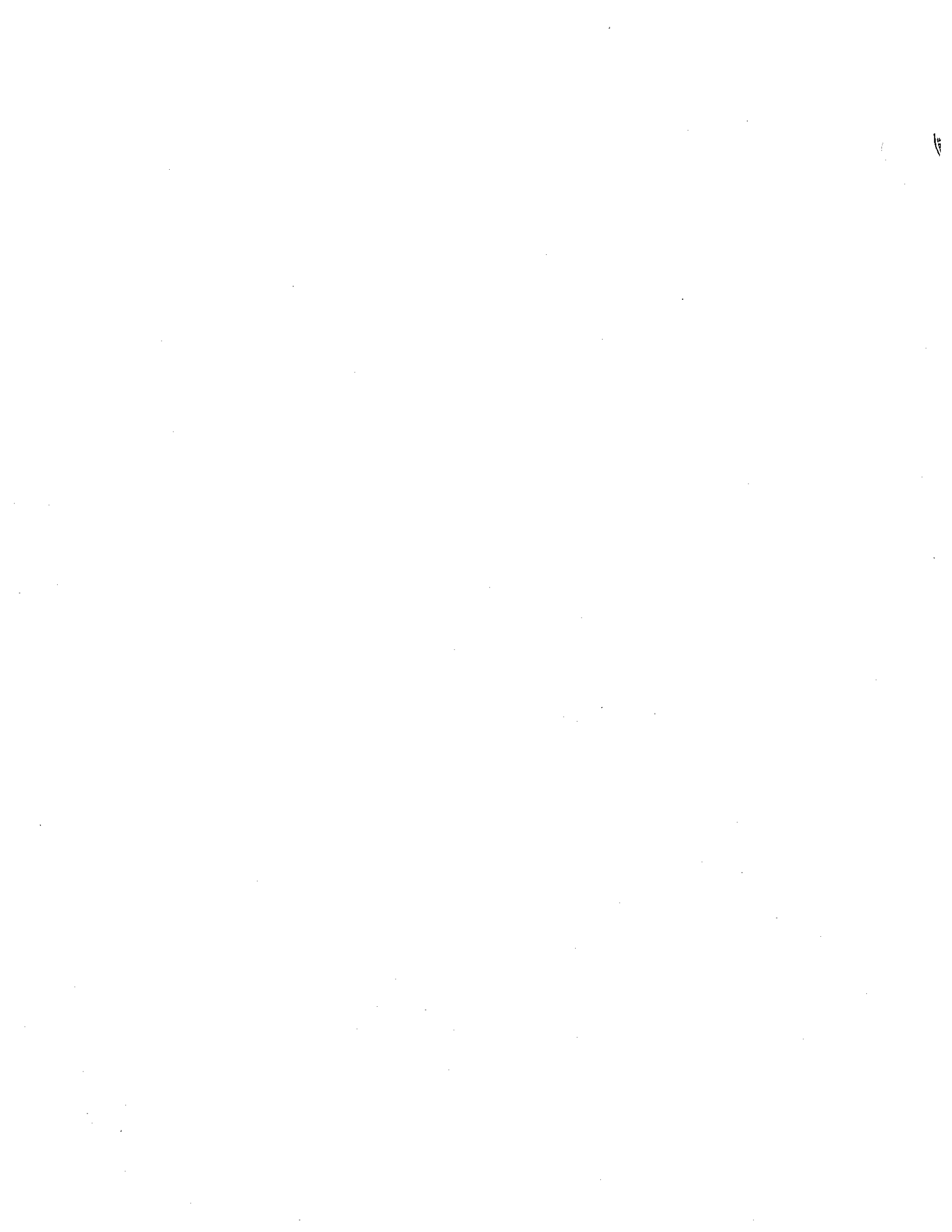
Class: 7337 Maintenance Machinist Assistant Supervisor

Scope:

List ID: 52680 List Info: CPE-3-U Cert Rule: Rule of 3 scores Duration (months): 24

Post: 4/26/2005 Inspection Start: 4/27/2005 Inspection End: 4/29/2005 Adoption:

Rank	Score	Last Name	First Name
1	1019	Ageev	Nick V.
1	1019	Green	George C
1	1019	Lydon	Michael C
1	1019	Mallia	John R.
1	1019	Otani	Alvin
1	1019	Rullhausen	Paul J
2	960	Alvarenga	Roberto D.
2	960	Hearn	James E
3	901	Lynch	Frawley J.





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

*Sent via Electronic Mail*

September 25, 2014

## NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: RECOMMENDATION TO AMEND CIVIL SERVICE RULE 412.30  
TENURE OF ELIGIBLE LISTS; AND RULE 412.31 PROVISION  
FOR AUTOMATIC EXPIRATION OF ELIGIBLE LISTS.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on **October 6, 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](http://www.sfgov.org/Civil_Service) under "Meetings" no later than end of day on Wednesday, October 1, 2014. If you would like a copy of the staff report on the above-captioned matter emailed to you in advance of October 1<sup>st</sup>, please contact the Civil Service Commission's Office at [CivilService@sfgov.org](mailto: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 will be 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

Cc: Donald E. Ellison, Municipal Transportation Agency  
Alicia John-Baptiste, Municipal Transportation Agency  
Edward D. Reiskin, Municipal Transportation Agency  
Simon Wong, TWU Local 200  
Commission File  
Commissioners' Binder  
Chron

THIS DOCUMENT SUPPORTS  
CALENDAR ITEM     

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



# Acting Executive Officer's Staff Report





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Date: October 6, 2014

To: Civil Service Commission

From: Sandra Eng *SE*  
Acting Executive Officer

Subject: **Request from the Municipal Transportation Agency to Adopt Amendments to Civil Service Commission Rule 412.30 Tenure of Eligible Lists and 412.31 Provision for Automatic Expiration of Eligible Lists**

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## I. Overview

The Municipal Transportation Agency ("MTA") submitted a staff report dated September 23, 2014 to request that the Civil Service Commission ("Commission") adopt amendments to Rule 412.30 and Rule 412.31 in Volume IV of the Civil Service Rules for MTA service-critical positions/classifications represented by the Transport Workers Union, Local 200. MTA requested clarification on the different eligible list durations between the two following Rules:

Rule 412.30 Tenure of Eligible Lists states, "The MTA Director of Transportation/Designee may remove all names from the eligible lists after they have remained thereon for more than two (2) years and all names thereon shall be removed at the expiration of four (4) years."

Rule 412.31 Provision for Automatic Expiration of Eligible Lists states, "The MTA Director of Transportation/Designee may provide in the examination announcement that the eligible lists secured thereby shall automatically expire at a date not less than two (2) months or more than four (4) years after the adoption of such list."

Rule 412.31 significantly differs in the minimum duration of eligibility of 2 months from Rule 412.30, a minimum duration of eligibility of 2 years.

## 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 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 Section 401.5, Amendment of Rules, provides as follows:

“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. Proposed Revision to Rules 412.30 and 412.31**

Eligible list duration should be consistent and allow for an increase in opportunities for appointing officers to select the best candidate for the specific position in the department. MTA met with TWU Local 200 regarding the eligible list durations and both agree that the duration for eligible lists in classes represented by TWU Local 200 should be a minimum duration of one (1) year and a maximum duration of three (3) years (see attachment).

**Recommendation:** Accept the Acting Executive Officer’s report; direct the Acting Executive Officer to post the proposed Rule 412.30 and 412.31 for adoption following meet and confer with the affected labor union.

Attachment



## **Rule 412**

### **Eligible Lists**

#### **Article IV: Duration of Eligible Lists**

Applicability Article IV, Section 412.28 and 412.29, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Local 250A.

**Sec. 412.28**      **Tenure of Eligible Lists**

The MTA Director of Transportation/Designee may remove all names from the eligible lists after they have remained thereon for six (6) months and all names thereon shall be removed at the expiration of four (4) years.

**Sec. 412.29**      **Provision for Automatic Expiration of Eligible Lists**

The MTA Director of Transportation/Designee may provide in the examination announcement that the eligible lists secured thereby shall automatically expire at a date not less than six (6) months or more than four (4) years after the adoption of such list.

Applicability: Article IV, Sections 412.30 and 412.31 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union, Local 200.

**Sec. 412.30**      **Tenure of Eligible Lists**

The MTA Director of Transportation/Designee may remove all names from the eligible lists after they have remained thereon for ~~more than two (2)~~ one (1) years and all names thereon shall be removed at the expiration of ~~four (4)~~ three (3) years.

**Sec. 412.31**      **Provision for Automatic Expiration of Eligible Lists**

The MTA Director of Transportation/Designee may provide in the examination announcement that the eligible lists secured thereby shall automatically expire at a date not less than one (1) year~~two (2) months~~ or more than three (3)~~four (4)~~ years after the adoption of such list.



Municipal Transportation Agency's  
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: (N/A) - -
2. For Civil Service Commission Meeting of: October 6, 2014
3. Check One:
  - Ratification Agenda
  - Consent Agenda
  - Regular Agenda  X
  - Human Resources Director's Report
4. Subject:: Amend rules 412.30 Tenure of Eligible Lists and Section and 412.31 Provision for Automatic Expiration of Eligible Lists
5. Recommendation: Accept and adopt the staff report
6. Report prepared by: Derek Kim Telephone number: (415) 701-4615
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:
 

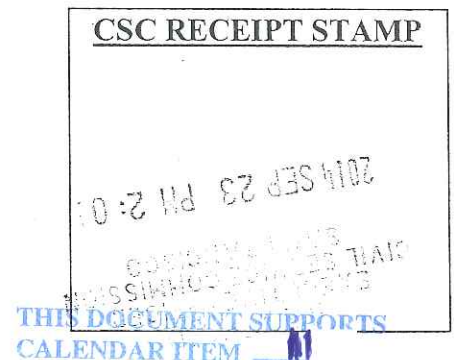
Human Resources Director: Donald E. Ellison

Date: 9/23/2014
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



## NOTIFICATIONS

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Significantly, this Rule change was limited in applicability to classes of the MTA represented by TWU Local 250A. By intent, it was not applicable to classes represented by TWU Local 200.

While, after the November 2000 amendment, the language of the Rules is clear as to the minimum and maximum duration of eligibility for service-critical classes represented by TWU Local 250A, there is some confusion in the documentation as to the language applicable to service-critical classes represented by TWU Local 200. It is clear, however, as regards service-critical classes represented by TWU Local 200, the language of Sections 412.30 Tenure of Eligible Lists and 412.31 Provision for Automatic Expiration of Eligible Lists had been established by January 8, 2001. The language of those sections as it existed on January 8, 2001, remains unchanged in the current Rules as follows:

Applicability: Article IV, Sections 412.30 and 412.31 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union, Local 200.

**Sec. 412.30 Tenure of Eligible Lists**

The MTA Director of Transportation/Designee may remove all names from the eligible lists after they have remained thereon for more than two (2) years and all names thereon shall be removed at the expiration of four (4) years.

**Sec. 412.31 Provision for Automatic Expiration of Eligible Lists**

The MTA Director of Transportation/Designee may provide in the examination announcement that the eligible lists secured thereby shall automatically expire at a date not less than two (2) months or more than four (4) years after the adoption of such list.

It is important to note that the language as published in January 2001 regarding the minimum duration of eligibility contained in Section 412.30 differs significantly from that of Section 412.31: Section 412.30 states "... may remove all names ... after ... more than two (2) years ..." while Section 412.31 states "... shall automatically expire at a date not less than two (2) months ... after the adoption of such list." Notwithstanding the discrepancy in the foregoing language, the SFMTA is submitting this proposed amendment to address the more conservative reading of the language requiring a two year minimum eligibility period.

**THE SFMTA PROPOSES AN AMENDMENT TO RULE SECTIONS 412.30 AND 412.31**

In 2014, the SFMTA began meeting with Local 200 officers regarding the confusing eligible list durations. After several productive meetings, all parties agreed that the eligible list duration should be consistent and allow for increase access to civil service appointment. The SFMTA and Local 200 agreed that the ideal duration for eligible lists in classes represented by Local 200 should be minimum of one (1) year and maximum of three (3) years.

The SFMTA now requests that Civil Service Commission Rule Sections 412.30 and 412.31 be amended as follows:



**Sec. 412.30 Tenure of Eligible Lists**

The MTA Director of Transportation/Designee may remove all names from the eligible lists after they have remained thereon for ~~more than two (2) years~~ one (1) year and all names thereon shall be removed at the expiration of ~~four (4)~~ three (3) years.

**Sec. 412.31 Provision for Automatic Expiration of Eligible Lists**

The MTA Director of Transportation/Designee may provide in the examination announcement that the eligible lists secured thereby shall automatically expire at a date not less than ~~two (2)~~ one (1) year or more than ~~four (4)~~ three (3) years after the adoption of such list.

**THE REQUESTED AMENDMENT PROVIDES GREATER ACCESS TO CIVIL SERVICE EMPLOYMENT**

By providing for more frequent announcement and administration of Civil Service examinations, the proposed amendment provides increased opportunities for individuals to be considered for permanent Civil Service employment. Under the current Rules, qualified individuals who are interested in applying for permanent positions in service-critical classes represented by TWU Local 200 must generally wait for a two-year eligible list to expire before they may be considered for a permanent appointment. While the Rules contemplate the existence of concurrent eligible lists, the Rules addressing priority of eligible lists significantly curtail the utility of a later adopted eligible list during the life of an earlier adopted eligible list. Increasing the frequency of eligible list expiration and new list adoption increases the number of points of access at which an interested individual may enter the Civil Service.

**THE REQUESTED AMENDMENT WILL AFFORD CURRENT ELIGIBLES THE OPPORTUNITY TO IMPROVE THEIR PLACEMENT ON ELIGIBLE LISTS**

Currently, eligibles who are not in the reachable ranks for permanent positions in service-critical classes represented by TWU Local 200 must wait two years for the opportunity to place, or improve their placement, on an eligible list. The proposed amendments would allow prior applicants the opportunity to exhibit knowledge, abilities and skills gained since the last examination process without having to potentially wait two years. In this manner, the proposed amendments would ensure that eligible lists more accurately reflect the current abilities and experience of the eligibles.

**THE REQUESTED AMENDMENT WILL HELP TO MAINTAIN AN UP-TO-DATE POOL OF QUALIFIED APPLICANTS**

To the extent that the proposed amendment to Rule 412 will result in greater frequency of examinations, it will help to ensure that the pool of qualified candidates is refreshed on a regular basis. It also furthers a merit-based hiring process in that with more frequent eligible lists, the ability to select and hire the top scoring candidate is increased.

**THE REQUESTED AMENDMENT IMPROVES THE ABILITY OF THE SFMTA TO ADDRESS STAFFING NEEDS AND RESOURCE REQUIREMENTS**

By providing increased flexibility in establishing the duration of eligibility and eligible lists, the proposed amendment allows the SFMTA to better adjust the administration of Civil Service examinations to address fluctuations in staffing needs. Additionally, the proposed amendment provides for increased efficiency in the Agency's examination plan by allowing greater ability to plan and adjust exam schedules to match the availability of Merit System staff to administer examinations.

**CONCLUSION**

The SFMTA requests the Civil Service Commission to consider its proposal to amend Article IV of Volume IV of the Civil Service Rules to apply a one year minimum and three year maximum duration for eligibility.

The proposed amendment will increase access to the Civil Service by allowing more frequent opportunities for interested individuals to participate in Civil Service examinations. It will also provide SFMTA with greater ability to address staffing needs.

**RECOMMENDATION**

We respectfully request that the Civil Service Commission adopt this report and approve SFMTA's request to amend the minimum durations as one (1) year and maximum duration as three (3) years for rule sections 412.30 and 412.31.