




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

**DANIEL LURIE
MAYOR**

Date: February 3, 2025

To: Civil Service Commission

From: Sandra Eng 
Executive Officer

Subject: **Planning Calendar of Required Reports for Fiscal Year 2024-2025**

Background

Every June, the Civil Service Commission (CSC or Commission) approves the Planning Calendar of Required Reports to the Civil Service Commission. This includes merit system matters such as classifications, different types of appointments, conviction history, salary surveys for nurses, police officers and firefighters, and equal employment opportunities. Because this was not submitted for CSC approval last June and due to recommendations from the Department of Human Resources (DHR), the Planning Calendar is now being submitted for Commission review and approval.

Recommended Changes

The following recommendations are made for Commission review and approval:

- Annual Classification Review/Updates – both Civil Service and Exempt Under Charter Section 8A.104 was corrected to remove the DHR requirement to report since this Charter Section only refers to MTA.
- Change the report on Appointments Exempt from Civil Service under the 1996 Charter Section 10.104 – Categories 16-18 from semi-annual to annual at the second meeting in August.
- Change the Future Employment Restrictions report from semi annual to annual at the second meeting in August.
- Remove the De-Identification report since the Department of Human Resources procedures have changed and human resources analysts are no longer redacting applications.
- Remove the report on anticipated and actual number and classifications of “Promotive Only” exams.
- Change the report on the San Francisco Pre-Employment Conviction History Program from annual to every two (2) years.

For your reference, we attached a draft of the Planning Calendar of Required Reports for Fiscal Year 2024-25 and a copy of the most recent approved Planning Calendar of Required Reports from Fiscal Year 2022-2023 (Attached)

Recommendation: Adopt the report; incorporate changes made by the Commission.

Annual Planning Calendar of Required Reports

Fiscal Year 2024– 2025

Required Report	Reporting Agency	Due Date of the Report (Reminder: staff reports are due no later than 11a.m. two Thursdays prior to each meeting)
Annual Classification Review/Updates – both Civil Service and Exempt Under Charter Section 8A.104	MTA	Annual: First meeting in February
General Report on Strategic Planning and Diversity Recruitment Strategies for Higher Level Leadership Positions	MTA	Annual: First meeting in March
Salary Survey for Registered Nurse Classifications	DHR	Annual: Second meeting in April
Classified Exempt Appointments from Civil Service under the 1996 Charter Section 10.104- Categories 16 through 18 and Examination Plan	SFUSD	Annual: Second Meeting in April
	SFCCD	Annual: Second Meeting in August
Personal Service Contract (“PSC”) Awards. Report on all PSCs awarded during the preceding year (including the names, contract amounts and duration for all contracts issued under the approved PSC)	DHR	Annual: not later than August 1 st of each year
Appointments Exempt from Civil Service under the 1996 Charter Section 10.104 1 through 10.104 - 12	DHR	Prior to approval of request and for appointments over 2% Annual Status report in August
Appointments Exempt from Civil Service under the 1996 Charter Section 10.104 – Categories 16 through 18 with an Explanation and Plan for Correction of Appointments Past Charter Authorized Duration	DHR/MTA	Annual: Second Meeting in August
Equal Employment Opportunity Workforce Utilization Analysis Report (Civil Service Rules 103.2 and 403.2)	DHR/MTA	Every Five Years: Second meeting in August
Equal Employment Opportunity Workforce Utilization Analysis Follow-Up Report on Classes with Underrepresentation Identified in the Equal Employment Opportunity Workforce Analysis Report Note: This is a new annual reporting requirement beginning in calendar year 2013, in lieu of requiring an Equal Employment Opportunity Workforce Utilization Analysis Report on an annual basis (as indicated above, the Equal Employment Opportunity Workforce Utilization Analysis is now due every five years instead of annually). The purpose of this new annual reporting requirement is to track and report on the City’s/MTA’s efforts and success in increasing representation in those City classes identified in the five –year report as having lower percentages of sex, race or ethnic groups in occupational categories in the workforce in the relevant job market	DHR/MTA	Each Year Following the Five-Year Equal Employment Opportunity Workforce Utilization Analysis Report, Due: Second meeting in August
Survey of monthly rates paid to Police Officer & Firefighters in all cities 350,000 or more in the State of California	DHR	Annual: First meeting in August
Required Reports	Reporting Agency	Due Date of the Report

		(Reminder: staff reports are due no later than 11a.m. two Thursdays prior to each meeting)
Class Consolidation	DHR	Annual: Second meeting in August
Certification of Prevailing Rate of Wages for Workers Those who are: 1) performing work under City contracts for public works and improvement; 2) performing work under City contracts for janitorial services; 3) performing work in public off-street parking lots, garages, or storage facilities for automobiles on property owned or leased by the City; 4) engaged in theatrical or technical services for shows on property owned by the City; 5) performing moving services under City contracts at facilities owned or leased by the City; and 6) engaged in the hauling of solid waste generated by the City in the course of City operations, pursuant to a contract with the City; and 7) engaged in Exhibit, Display, or Trade Show work at a special event on property owned by the City	OLSE	Annual: Second meeting in September
Provisional Employee Report	DHR/MTA	Annual: Second meeting in August
Annual Report on the Certification of Eligible – Entry and Promotion – Uniformed Ranks of Police and Fire	DHR	Annual: Second meeting in August
Position-Based Testing Program	DHR MTA	Annual: Second meeting in August
Annual Report on Future Employment Restrictions Placed - Report on separations and resignations of Permanent Civil Service and Exempt employees with future restrictions that were imposed or appealed; and the restrictions subsequently reduced, rescinded, and the appeal withdrawn	DHR/MTA	Annual: Second meeting in August
Department of Human Resources Report on the City and County of San Francisco Pre-Employment Conviction History Program	DHR	Every 2 years: Second meeting in September

Annual Planning Calendar of Required Reports

Fiscal Year 2022– 2023

Required Report	Reporting Agency	Due Date of the Report (Reminder: staff reports are due no later than 11a.m. two Thursdays prior to each meeting)
Appointments Exempt from Civil Service under the 1996 Charter Section 10.104 1 through 10.104 - 12	DHR	Prior to approval of request and for appointments over 2% Annual Status report in August
Appointments Exempt from Civil Service under the 1996 Charter Section 10.104 – Categories 16 through 18 with an Explanation and Plan for Correction of Appointments Past Charter Authorized Duration	DHR/MTA	Semi-Annual: First Meeting in March and Second Meeting in August
Annual Classification Review/Updates – both Civil Service and Exempt Under Charter Section 8A.104	DHR	Annual: Second meeting in November
	MTA	Annual: First meeting in February
Classified Exempt Appointments from Civil Service under the 1996 Charter Section 10.104- Categories 16 through 18 and Examination Plan	SFUSD	Annual: Second Meeting in April
	SFCCD	Annual: Second Meeting in August
Equal Employment Opportunity Workforce Utilization analysis Report (Civil Service Rules 103.2 and 403.2)	DHR/MTA	Every Five Years: Second meeting in August
<p>Equal Employment Opportunity Workforce Utilization Analysis Follow-Up Report on Classes with Underrepresentation Identified in the Equal Employment Opportunity Workforce Analysis Report</p> <p>Note: This is a new annual reporting requirement beginning in calendar year 2013, in lieu of requiring an Equal Employment Opportunity Workforce Utilization Analysis Report on an annual basis (as indicated above, the Equal Employment Opportunity Workforce Utilization Analysis is now due every five years instead of annually). The purpose of this new annual reporting requirement is to track and report on the City's/MTA's efforts and success in increasing representation in those City classes identified in the five –year report as having lower percentages of sex, race or ethnic groups in occupational categories in the workforce in the relevant job market</p>	DHR/MTA	Each Year Following the Five-Year Equal Employment Opportunity Workforce Utilization Analysis Report, Due: Second meeting in August
Salary Survey for Registered Nurse Classifications	DHR	Annual: Second meeting in April
Survey of monthly rates paid to Police Officer & Firefighters in all cities 350,000 or more in the State of California	DHR	Annual: First meeting in August
<u>Reports related to De-Identification</u>	<u>DHR</u>	<u>Annual: First Meeting in December</u>
Class Consolidation	DHR	Annual: Second meeting in August

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Certification of Prevailing Rate of Wages for Workers Those who are: 1) performing work under City contracts for public works and improvement; 2) performing work under City contracts for janitorial services; 3) performing work in public off-street parking lots, garages, or storage facilities for automobiles on property owned or leased by the City; 4) engaged in theatrical or technical services for shows on property owned by the City; 5) performing moving services under City contracts at facilities owned or leased by the City; and 6) engaged in the hauling of solid waste generated by the City in the course of City operations, pursuant to a contract with the City; and 7) engaged in Exhibit, Display, or Trade Show work at a special event on property owned by the City	OLSE	Annual: Second meeting in September
Provisional Employee Report	DHR/MTA	Annual: Second meeting in August
Annual Report on the Certification of Eligible – Entry and Promotion – Uniformed Ranks of Police and Fire	DHR	Annual: Second meeting in August
Position-Based Testing Program	DHR MTA	Annual: Second meeting in August Annual: Second meeting in August Quarterly (until the sunset of pilot Rule 411A in 2016, absent further Commission action.)
Report on anticipated and actual numbers and classifications of “Promotive Only” exams	DHR/MTA	Annual: Second Meeting in August First Meeting in December
Bi-Annual Report on Future Employment Restrictions Placed - Report on separations and resignations of Permanent Civil Service and Exempt employees with future restrictions that were imposed or appealed; and the restrictions subsequently reduced, rescinded, and the appeal withdrawn	DHR/MTA	Semi-Annual: First meeting in March and Second meeting in August
Personal Service Contract (“PSC”) Awards. Report on all PSCs awarded during the preceding year (including the names, contract amounts and duration for all contracts issued under the approved PSC)	DHR	Annual: not later than August 1 st of each year
Department of Human Resources Report on the City and County of San Francisco Pre-Employment Conviction History Program	DHR	Annual: Second meeting in September
General Report On Strategic Planning and Diversity Recruitment Strategies for Higher Level Leadership Positions	MTA	Annual: First meeting in March