



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: March 16, 2026
3. Check One:
Ratification Agenda _____
Consent Agenda X
Regular Agenda _____
Human Resources Director=s Report _____
4. Subject: Review of Request DHRPSC0004718 - Report Back
5. Recommendation: Adopt the report. Review the Report Back memo.
6. Report prepared by: Olga Mejia Rocha Telephone number: (415) 934-5732
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: _____
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

CSC-22 (11/97)

<p><u>CSC RECEIPT STAMP</u></p>
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Date: March 4, 2026

MEMORANDUM

To: Civil Service Commission

Through: Sandra Eng

From: San Francisco Public Utilities Commission

RE: Review of Request for Personal Service Contract No.
DHRPSC0004718 – Follow up to Commissioner Leung’s
Question

The San Francisco Public Utilities Commission (SFPUC) is reporting back on DHRPSC0004718. This PSC was heard by the Commission on March 3, 2025, with request to respond to the creation of a new civil service classification by March 2, 2026. SFPUC’s response is below:

On February 11, 2026, SFPUC Human Resources Services (HRS) met with the Department of Human Resources (DHR) Classification and Compensation, to discuss next steps related to evaluating potential modifications to existing classifications or the development of a new classification series to support the Hetch Hetchy Water and Power (HHWP) Western Electricity Coordinating Council/North American Electric Reliability Corporation (WECC/NERC) Compliance Program.

Prior to this meeting, SFPUC HRS conducted an initial classification analysis to assess which existing City classifications most closely align with the work currently being performed under the WECC/NERC compliance function. This preliminary review included evaluating the 5601 Utility Analyst, 5602 Utility Specialist, 5620 Regulatory Specialist, and 5211 Senior Engineer classifications to determine alignment and identify potential gaps.

Based on HRS’s initial assessment, while certain aspects of the work align with existing classifications, there appear to be gaps between current classification specifications and the full scope, regulatory complexity, and operational accountability associated with WECC/NERC compliance responsibilities.

DHR recognizes the breadth, regulatory complexity, and operational significance of the WECC/NERC compliance functions and has acknowledged the need for a comprehensive review. DHR is actively collaborating with HRS to assess whether the identified gaps can be addressed within the framework of

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General Manager



existing classifications or whether they warrant the creation of a new classification. Should it be determined that a new classification is appropriate, the necessary civil service processes and steps will be initiated accordingly.

To initiate DHR's formal evaluation, HRS provided the following materials:

- A summary overview of the request.
- Completed responses to the DHR classification review checklist.
- A detailed analysis identifying gaps between existing classifications (including the 56XX series, 5620 Regulatory Specialist, and 5211 Senior Engineer) and the current WECC/NERC compliance duties.
- Comparative job descriptions from external public agencies with similar WECC/NERC compliance functions.

DHR is reviewing the submitted documentation and anticipates scheduling a follow-up meeting within the next month.

The classification review will involve ongoing collaboration, information exchange, and analysis among DHR, HRS, and HHWP as part of a multi-phase evaluation process.

In the meantime, Hetch Hetchy Water and Power is using classifications 5601 Utility Analyst, and 5602 Utility Specialist for WECC/NERC Compliance positions as recommended by HRS, with some recent success. Of the three WECC/NERC Compliance-related positions, one position has been filled as of March 2, and one is onboarding, pending an H1B visa renewal.

kcox@sewater.org
tkyger@sewater.org
dsanchez@sewater.org
omejiarocha@sewater.org
SUreel@sewater.org
HDuhe@sewater.org
dtanko@sewater.org
AMazurkiewicz@sewater.org
ALivingston@sewater.org
CSperry@sewater.org
NMpagazi-Spearman@sewater.org