



Civil SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure Number Two for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____ - _____ -
2. For Civil Service Commission Meeting of:
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda
 Human Resources Director's Report
4. Subject: DHRPSC0005926
5. Recommendation:
6. Report prepared by: Quoc Truong Telephone number: (650) 821-2029
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in Civil Service Commission Procedure Number Two).**
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 RECEIPT STAMP

July 16, 2026

Ms. Sandra Eng
Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102

RE: Airport's Report as Requested by the Civil Service Commission for
DHRPSC0005926, As-Needed Procurement Advisory, Training, and Support
Services

Dear Ms. Eng:

At the Civil Service Commission meeting on January 26, 2026, the Civil Service Commission conditionally approved DHRPSC0005926 for As-Needed Procurement Advisory, Training, and Support Services for the San Francisco International Airport (Airport), provided that the Airport report back to the Commission with a staffing plan in six months. Attached is the Airport's report with the staffing plan.

We hope that this addresses the Commission's request. Please let us know if there are further questions. You can reach me at (650) 821-2026. Thank you.

Sincerely,



Sung Kim
PSC Coordinator, Airport

CC: Yen Pang, Director of Procurement Services

Airport's staffing plan report as requested by the Civil Service Commission (CSC) for DHRPSC0005926.

Background:

On January 26, 2026, the CSC conditionally approved DHRPSC0005926 for As-Needed Procurement Advisory, Training, and Support Services for the San Francisco International Airport (Airport) requesting that the Airport report back with a staffing plan to the Commission for review in six months.

Staffing Plan:

The Airport restructured its procurement team and added multiple new positions to centralize procurement staff and standardized processes. In the fall of 2025, the Airport procurement services team consisted of six (6) staff with one x 0941 Manager VI, one x 0932 Manager IV, one x 0931 Manager III, one x 1450 Executive Secretary I, and two x 1824 Principal Administrative Analysts. With the restructuring of the team, the Airport added multiple new positions and is actively going through the hiring process to fill those positions. The table below shows the classification and headcount of the restructured procurement services team with a total possible head count of 26 staff members, which consists of:

- three x 0931 Manager III,
- one x 0932 Manager IV,
- one x 0941 Manager VI,
- one x 1450 Executive Secretary I,
- one x 1686 Auditor III,
- four x 1822 Administrative Analyst,
- eight x 1823 Senior Administrative Analyst,
- six x 1824 Principal Administrative Analyst, and
- one x 1825 Principal Administrative Analyst.

In the first half of calendar year 2026, the procurement services team grew from 6 to 10 staff members by filling four positions with:

- three x 1824s
- one x 1823 classification

Currently, the Airport is in the process of hiring two additional 1823s, who are expected to start in the second half of calendar year 2026.

There are five temporary (TEX) positions (one x 1824, three x 1823s, and one x 1822) that the Airport plans to fill in Fiscal Year 26/27.

The team has five deferred positions (two x 1823s, and three x 1822s) which will need to be approved in the next budget cycle, and subsequently the Airport will work on filling the deferred positions.

The Airport anticipates starting the hiring process for the remaining vacant positions for two 0931s, one 1825, and one 1686, sometime in calendar year 2027.

With the current staffing levels, the team remains active with various procurement activities. The PSC approval provides the Airport on an as-needed basis with additional resources from industry experts to assist staff with standardizing processes, training new staff members, and other procurement support activities.

The table below with a “1” in the Head Count column represents a position that is filled.

Procurement Services Team Organization Chart	
Classification	Head Count
0941 Manager VI	1
1450 Executive Secretary I	1
Contract Administration Unit	
0931 Manager III	1
1824 Principal Administrative Analyst	1
1824 Principal Administrative Analyst	1
1824 Principal Administrative Analyst	1
1823 Senior Administrative Analyst	1
1823 Senior Administrative Analyst	Vacant
1823 Senior Administrative Analyst	Vacant
1823 Senior Administrative Analyst	Vacant/Deferred
1824 Principal Administrative Analyst	Vacant/TEX
Contract Operations Unit	
0932 Manager IV	1
0931 Manager III	Vacant
1824 Principal Administrative Analyst	1
1823 Senior Administrative Analyst	Vacant/TEX
1823 Senior Administrative Analyst	Vacant/TEX
1823 Senior Administrative Analyst	Vacant/Deferred
1822 Administrative Analyst*	Vacant/Deferred
1822 Administrative Analyst*	Vacant/Deferred
Audit & Compliance Unit	
0931 Manager III	Vacant
1686 Auditor III**	Vacant
1823 Senior Administrative Analyst	Vacant/TEX
Facilities & Technology Unit	
1825 Principal Administrative Analyst II	Vacant
1824 Principal Administrative Analyst	1
1822 Administrative Analyst*	Vacant/TEX
1822 Administrative Analyst*	Vacant/Deferred

*The PSC did not list the 1822 Administrative Analyst positions as the Contractor will provide specialized procurement industry experts providing higher level of services.

**The PSC did not list the 1686 Auditor III as the Contractor will provide some procurement related audit and analysis but the 1686 will be supervising and organizing the audit.

Conclusion:

The Airport prepared the staffing plan report for DHRPSC0005926.

From: [The Civil Service Commission](#)
To: [Alfy Wong \(AIR\)](#); [Quoc Truong \(AIR\)](#); [Sung Kim \(AIR\)](#); [Yen Pang \(AIR\)](#)
Subject: AIR [DHRPSC0005926] was approved by CSC on 2026-01-26
Date: Thursday, January 29, 2026 11:38:44 AM
Attachments: [image](#)
[image](#)



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

NOTICE OF CIVIL SERVICE COMMISSION ACTION

Hello Sung Kim,

At its meeting on **2026-01-26 09:00:00 PST**, the Civil Service Commission had for its consideration the AIR PSC [DHRPSC0005926].

The Civil Service Commission, APPROVED PSC [DHRPSC0005926] on 2026-01-26.

CSC Approval Type: Conditional Approval Granted

Relevant Comments:

Report Back Date: 2026-07-20

Report Back Reason: Approved PSC #DHR0005926 – v0.01 with a conditional approval to report back to the Commission in six (6) months with a staffing plan. (Vote of 4 to 0)

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.

NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.

CIVIL SERVICE COMMISSION

Sandra Eng | Executive Officer

PSC Summary

=====

Record Number: DHRPSC0005926 v 1.0

Description of Proposed Work: As-Needed Procurement Advisory, Training, and Support Services

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✔ CSC Approval by Amount

Submitting Department: AIR

Dept PSC Coordinator: Sung Kim

Dept PSC Coordinator Email: Sung.Kim@flysfo.com

Dept PSC Coordinator Phone: +1 (650) 821-2026

DHR Admin/Reviewer: Suzanne Choi

CSC Admin/Reviewer: Elizabeth Aldana

PSC Amount: \$10,000,000.00

PSC Duration (months): 60

Funding Source(s): City Funds

Scope of Work: The San Francisco International Airport (Airport) has multiple staff that are involved in the administration and management of procurement activities across various Airport divisions. The Airport is in the process of restructuring its procurement team and adding multiple new positions to centralize procurement staff and standardize processes. The Contractor will use specialized procurement industry expertise and knowledge to provide the following services on an as-needed basis: 1) review and assess the Airport procurement practice and processes and provide recommendations, 2) audit, analysis and reporting on various procurement projects and related services, 3) create and provide training to staff on various procurement related topics, 4) assist with compliance with applicable government and Federal Aviation Administration regulations, 5) assist with the development and implementation of the Airport's procurement strategic plan, and 6) provide support services including, but not limited to, assisting with gathering and analysis of technical specification and requirements, assisting with administration and management of procurement activities.

Job Class(es): 1824 - Pr Administrative Analyst, 1825 - Prnpl Admin Analyst II, 0923 - Manager II, 0931 - Manager III, 1232 - Training Officer, 1823 - Senior Administrative Analyst

PSC Justification(s)

=====

✔ Temporary services needed to address a transitional or short-term situation

[Take me to the PSC Record](#)

Ref:TIS6421667_JDOiKImangyB0dsndZ2Y

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: AIR

Submitted By: Quoc Truong

Department Coordinator: Sung Kim,
Sung.Kim@flysfo.com

Project Manager: Yen Pang

ServiceNow Number: DHRPSC0005926

Version: 0.01

Version Type: New

Brief description of proposed work: As-Needed Procurement Advisory, Training, and Support Services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$10,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The San Francisco International Airport (Airport) has multiple staff that are involved in the administration and management of procurement activities across various Airport divisions. The Airport is in the process of restructuring its procurement team and adding multiple new positions to centralize procurement staff and standardize processes. The Contractor will use specialized procurement industry expertise and knowledge to provide the following services on an as-needed basis:

- 1) review and assess the Airport procurement practice and processes and provide recommendations,
- 2) audit, analysis and reporting on various procurement projects and related services,

Post Union Notification

12/22/2025

- 3) create and provide training to staff on various procurement related topics,
- 4) assist with compliance with applicable government and Federal Aviation Administration regulations,
- 5) assist with the development and implementation of the Airport's procurement strategic plan, and
- 6) provide support services including, but not limited to, assisting with gathering and analysis of technical specification and requirements, assisting with administration and management of procurement activities.

Why are these services required and what are the consequences of denial?: To support the restructuring of its procurement operations, the Airport requires additional support and training for its procurement staff and procurement activities. As-needed temporary resources are needed to provide support services while the Airport fills multiple new positions and have them trained.

The consequences of denial may include a lack of training opportunities and procurement related guidance and resources for the Airport which may delay various procurements impacting operation, safety, and compliance with government regulations.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: All professional services contracts in excess of the Minimum Competitive Amount are submitted to the Airport Commission for approval.

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Temporary Basis

Q5a) Explain the Temporary basis of the services: Services needed to address a transitional or short-term situation

Q5b) Why do you believe this to be a transitional or short-term situation?: The Airport is in the process of restructuring its procurement team by centralizing staff and processes. Contractor support services will be temporary until the Airport fills the new positions and they are trained.

The Airport anticipates filling the new positions and standardizing procurement practices and processes during the PSC duration.

Q5c) How will you ensure the services aren't needed once this PSC request has ended?: The support services are temporary until the Airport fills the new positions and have them trained. The Airport anticipates filling these positions during the PSC duration. The other services are as-needed short-term projects.

Q5d) Describe the required skills and expertise needed to perform the services: Expertise and knowledge with public procurement in accordance with applicable government regulations and policy requirements. Expertise with strategic planning related to procurement that outlines long-term goals and establishing standardized processes. The ability to review and analyze technical specifications and requirements to a variety of different procurements. The ability to provide technical training on various procurement subjects.

Q5e) Does the Department have employees with the required skills and expertise?: Yes

Q5f) Explain why the employees are not able to perform these services: Employees can provide some of the services, but additional resources are needed to support the Airport's procurement team during the transition with centralizing staff and processes. Contractors with industry expertise can provide assessment, recommendation, and training services to train staff and standardize best practices and processes.

Q5g) Will the services terminate upon resolution of the situation?: No

Q5h) Explain why: Although support services may end after the new positions are filled and they are trained, the Airport requires the short-term projects/services for the duration of the PSC to assist with audits and analysis of projects, implementation of the strategic plan and standardization processes related to procurement.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 1823 - Senior Administrative Analyst, 1232 - Training Officer, 0931 - Manager III, 1825 - Prnpl Admin Analyst II, 0923 - Manager II, 1824 - Pr Administrative Analyst

Labor Unions: 021 - Prof & Tech Eng, Local 21, 351 - Municipal Exec Assoc-Misc

Labor Union Email Addresses: L21pscreview@ifpte21.org, staff@sfmea.com

Union Review Sent On: 11/21/2025

Union Review End Date: 12/21/2025

Union Review Duration Met On: 12/21/2025

Notification List:

Yen Pang, Airport

yen.pang@flysfo.com

Quoc Truong, Airport

quoc.truong@flysfo.com

Sung Kim, Airport

sung.kim@flysfo.com