



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

**DANIEL LURIE
MAYOR**

**AGENDA
Regular Meeting
October 20, 2025**

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

This meeting will be held in person at the location listed above. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or by calling (415) 655-0001 and entering meeting id #2661 970 5962. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: #2661 970 5962
Press # twice to listen to the meeting via audio conference
Dial *3 when you are ready to queue**

DANIEL LURIE, MAYOR

COMMISSIONERS

**KATE FAVETTI
President
JACQUELINE MINOR
Vice President
VITUS LEUNG
ADAM WOOD**

**SANDRA ENG
Executive Officer**

The public is encouraged to submit comments in advance of the meeting by email at civilservice@sfgov.org, or by voicemail message at the CSC Office main line at (628) 652-1100. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record. **Effective January 1, 2025, public comment received by email or voicemail at least three hours prior to the start of a meeting will be provided to the members of the Civil Service Commission and will be included in the record on the Civil Service Commission website. These public comments will no longer be read aloud at meetings.** During commission meetings, members of the public may use the Civil Service Commission's dedicated public comment line (415) 655-0001, Access Code #2661 970 5962.

Regular Meeting October 20, 2025

2:00 p.m.

Agenda Language for In-Person or Partially In-Person Meetings

REMOTE ACCESS PROCEDURES

Phone Number
(415) 655-0001

Meeting ID #
2661 970 5962

- Enter the Phone Number above followed by the meeting ID = Then press #
- Press # again to be connected to the meeting (you will hear a beep)
- When you hear the beep
 - Stop and LISTEN to the meeting
 - Wait for Public Comment to be announced by Item #
- When the Clerk calls Public Comment, dial *3 to be added to the speaker line.
- When you press * 3, you will hear *“You have raised your hand to ask a question. Please wait to speak until the host calls on you”* – WAIT for your turn to speak.
- When you hear that *“your line has been unmuted”* – THIS IS YOUR OPPORTUNITY TO PROVIDE YOUR PUBLIC COMMENT

BEST PRACTICES

- Call from a quiet location
- Speak slowly and clearly
- Turn down any televisions or radios around you
- Address the Commission as a whole, do not address individual Commissioners

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 (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org and the web address is www.sf.gov/civilservice/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy 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 <https://sf.gov/civilservice> 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 (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

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.

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/civilservice/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take in-person 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. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

J. Public Comment and Due Process

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

K. 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

*** Temporary Wheelchair-accessible entrances are located on Van Ness Avenue and Grove Street. Please note the wheelchair lift at the Goodlett Place/Polk Street is temporarily not available. After multiple repairs that were followed by additional breakdowns, the wheelchair lift at the Goodlett/Polk entrance is being replaced for improved operation and reliability.**

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 (628) 652-1100 or email civilservice@sfgov.org to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

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

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Jacqueline P. Minor
Commissioner Vitus Leung
Commissioner Adam Wood

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

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of October 6, 2025 – 2:00 p.m.

Recommendation: Adopt the Minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

Commissioner announcement of intent to sever items from the Ratification Agenda.

Commissioner announcement of intent to sever items from the Consent Agenda.

Public comment, including public comment on any additional Ratification or Consent items that the public would like severed from the agenda.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

Civil Service Commission FY 2024 – 2025 Year End Report. (File No. 0218-25-1) – Action Item

September 15, 2025: Postponed to the meeting of October 20, 2025.

Recommendation: Accept the 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. 0238-25-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005722 - v0.01	Public Health	\$920,000	Provide removal of the Heston cookline front manifold gas supply and disassembly of the heated kitchen appliances at Zuckerberg San Francisco General (ZSFG) and Laguna Honda Hospital (LHH), including 4 griddles, 3 fryers, 3 spreader tables, and an oven, to allow them to be moved away from the wall. This will enable thorough cleaning and inspection of the back wall and appliance sections, followed by pressure washing of the floor and wall. Additionally, the work will involve reassembly, reconnection, welding, and testing of equipment to ensure proper functionality for kitchen production. Preventive maintenance will also be completed, including degreasing and cleaning the equipment's open compartments and components to address fire hazards and prevent excessive grease buildup on heated and temperature-neutral surfaces.	New	36 months
DHRPSC 0005635 - v0.01	Public Utilities Commission	\$45,000,000	<p>This contract provides support to HHWP for engineering planning and design of HHWP projects under five million dollars. The contractor may perform work on a portion of a project, for an entire project or work as part of a project team to deliver the project. The scope of the work is divided into two categories: Category I, Engineering Planning and Design Services; and Category II, Staff Augmentation. No construction management services may be requested under this contract. The only services that are allowed during construction phase are engineering design support during construction. Construction management and construction work, as well as design services for Capital Projects greater than five million dollars, will be supported by other SFPUC contracts.</p> <p>The Engineering Planning and Design Services consist of providing planning, and/or detail design and analysis for multidiscipline work as described below. Staff Augmentation consists of providing personnel to support this work, including coordination and staff engineers. Each task and schedule will be determined by HHWP when engineering services are needed.</p>	New	60 months
DHRPSC 0005604 - v0.01	Rent Board	\$845,000	This project will focus on design, development, and implementation of an entirely new case management system for the Rent Board. The Rent Board performed numerous business process discovery and optimization efforts internally and drafted an RFP which went live on SF City Partner Portal on 7/15/2024, the sourcing event ID is 0000009574. The selected Contractor shall deliver a fully functional, production-ready software solution, including user interfaces, administrative dashboards, and backend infrastructure necessary to support features and capabilities such as Online Registration and Role Management, Online Petition Filing, Case Management, and Petition Tracking, Document Capture and Management, Date and Time Stamping and Users' Log Management, Customizable Search Features, Mass Notice Generation, Hearing Scheduling and Hearing Calendar Management, Customizable Data Access Management, Task Assignment and Notification Management, Reminders and Calendar Management, Commenting and Note Taking, Contacts Management, Text Message and Email Notifications, Customizable Reporting, API with Other City Departments, Integration with Microsoft Office Suite, and Integration with Microsoft Active Directory.	New	18 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0002029 – v2.01	City Administrator	Current Approved Amount \$3,200,000 Increase Amount Requested \$4,800,000 New Total Amount Requested \$8,000,000	Repair, maintenance, and testing of emergency generators is an integral part of maintaining optimal operational readiness in the event of an emergency. When these generators are inoperable due to mechanical issues or need repairs and basic maintenance, the City's mission to provide Emergency Operations Centers and continue supplying City services is compromised by any failure of this equipment.	Amendment	Increase months 0 Total months 60
DHRPSC 0002019 - v1.01	Library	Current Approved Amount \$345,298 Increase Amount Requested \$454,702 New Total Amount Requested \$800,000	Contractor shall build and maintain a Local Music Collection Site for San Francisco Public Library that provides streams and downloads of music content in multiple digital formats. Contractor shall provide means for the authentication of Library cardholders for downloading or streaming content according to Library's licensing agreements with artists, and provide interfaces for the export of and access to MUSIC@MARC records for Library's catalog. Contractor shall provide administrative tools through MUSIC@ that support and streamline Library's implementation of and processes for collection development, licensing, and promotion, as well as displaying usage statistics and providing administrative and technical support for Library's staff and community of users. Contractor shall serve as payor to musicians that the Library contracts with for the non-exclusive use of their recordings, and will charge the Library \$20 service fee per \$200 payment.	Amendment	Increase months 36 Total months 115
DHRPSC 0001851 - v1.01	Port	Current Approved Amount \$79,992,357 Increase Amount Requested \$500,000 New Total Amount Requested \$80,492,357	Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others. The Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to protect the Port and City from coastal flooding as sea levels rise in the coming decades.	Amendment	Increase months 0 Total months 120

Note: *New Personal Services Contracts start date may not exceed eighteen (18) months after approval/commission meeting date.*

Recommendation of the Human Resources Director:

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

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission 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 Consent 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 Consent Agenda.

- (8) Follow-up Report on Personal Services Contract Number DHRPSC0004619 v0.01 from the Public Utilities Commission. (File No. 0241-25-8) – Action Item**

Recommendation: Adopt the report.

- (9) Additional Information as Requested by the Civil Service Commission for Personal Services Contract (PSC) DHRPSC0004625 for Project Management Support Services for the Airfield Improvement Program. (File No. 0242-25-8) – Action Item**

Recommendation: Adopt the report.

- (10) Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City & County of San Francisco. (File No. 0240-25-3) – Action Item**

Recommendation of the Human Resources Director:

Adopt the report of the Office of Labor Standards Enforcement.

REGULAR AGENDA

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.

- (11) Proposed Amendments to Civil Service Commission Rules 212 Eligible Lists – Police Department and 213 Certification of Eligibles – Police Department to Support the San Francisco Police Department Hiring of Lateral and External Police Academy Graduate Candidates. (File No. 0239-25-5) – Action Item**

September 15, 2025: Continued to the meeting of October 20, 2025.

Recommendation of the Human Resources Director:

Adopt the report and post the proposed amendments to Rule 212 Eligible Lists and 213 Certification of Eligibles – Police Department.

- (12) Request for Status Grant from Electrician Series (7345, 7238, 7276) to Utility Electrician Series (7385, 7288, 7289). (File No. 0243-25-5) – Action Item**

Recommendation of the Human Resources Director:

Adopt the report and grant status to affected incumbents into Class 7385 Utility Electrician, 7288 Utility Electrician Supervisor I and 7289 Utility Electrician Supervisor II.

- (13) Public Comment on all matters pertaining to Items 14 and 15.
- (14) Vote on whether to hold Item 15 in closed session. (Action Item)

CLOSED SESSION AGENDA

- (15) Performance Evaluation – Executive Officer – PERSONNEL EXCEPTION – San Francisco Administrative Code Section 67.10(b) and California Code Section 54957 (b)(1). (File No. 0245-25-1) – (Discussion and possible Action)
- (16) Reconvene in Open Session. Vote to elect whether to disclose any or all discussions on Item 15 in closed session (S.F. Admin. §67.12 (a)) – Action Item
- (17) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (18) **ADJOURNMENT**