



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

**DANIEL LURIE
MAYOR**

Amended

**AGENDA
Regular Meeting
November 3, 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 #2663 635 0583. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: #2663 635 0583
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 #2663 635 0583.

Regular Meeting November 3, 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 #
2663 635 0583

- 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 20, 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

EXECUTIVE OFFICER'S REPORT

**(6) 2026 Calendar of CSC Meeting Dates including deadlines for reports.
(File No. 0260-25-1) – Action Item**

Recommendation: Adopt the calendar.

- (7) **Civil Service Commission Five-Year Strategic Plan. (File No. 0261-25-1) – (Action Item)**

Recommendation: Adopt the report.

- (8) **Civil Service Commission Annual Priority Goals and Objectives. (File No. 0262-25-1) – (Discussion and possible Action Item)**

Recommendation: Open for Discussion.

- (9) **Response to the Commission Streamlining Task Force Recommendations for the Civil Service Commission. (File No. 0270-25-1) – (Discussion and Possible Action Item)**

Recommendation: Open for discussion.

COMMENDATIONS AGENDA

- (10) **Commendation for Maria T. McKay, Training Officer, Department of Public Works, for her dedicated service to the City and County of San Francisco. (File No. 0263-25-1) – Action Item**

Recommendation: Accept the Commendation.

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.

- (11) **Review of Request for Approval of Proposed Personal Services Contracts. (File No. 0264-25-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005523 - v0.01	Airport	\$6,000,000	The San Francisco International Airport (Airport) has a facilities support team that provides administration and management of maintenance and repair projects for multiple facilities including, but not limited to, buildings, terminals, systems, and equipment. Due to recent completion of several major capital improvement projects, the increased number of maintenance and repair projects exceed current staff workload capacity. Airport requires additional resources to assist with the transition and management of capital projects to maintenance and repair projects, and to assist with management of existing maintenance projects. Contractor support services include: 1) reporting on projects status, performance and compliance, 2) gathering data and analysis of technical specification and requirements, government regulations, and warranty documentation, 3) planning and management of projects, 4) providing cost estimates, and 5) administration and management of projects documentation and records.	New	60 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005785 - v0.01	Municipal Transportation Agency	\$8,000,000	The Contractor shall provide professional services to support the design, development, test, and deployment of changes to a Computer-Aided Dispatch and Automatic Vehicle Location (CAD/AVL) system. These services are essential to ensure efficient transit operations and system reliability. Services include, but are not limited to: System Design, Software Development, Testing & Validation, Project Management & Technical Oversight, Documentation, and Training. Services will be delivered in accordance with agency-issued task orders, which will define the scope, deliverables, schedule, and costs. Task orders will be negotiated with the San Francisco Municipal Transportation Agency (SFMTA).	New	84 months
DHRPSC 0005761 - v0.01	Police	\$300,000	Proposed work to include: - Removal of old engines and rigging - Replacement of fuel filters system - Installation of new engines - Installation of all new steering system, helm, hoses, power steering and tie bar - Installation of all new engine harness with controllers and key switch	New	24 months
DHRPSC 0005724 - v0.01	Public Utilities Commission	\$4,200,000	This contract is for a consultant to design and implement a new program that will provide rebates to eligible customers purchasing electric vehicles. Rebates will be applied at the point of sale through participating dealerships. Consultant is responsible for designing the program, marketing the program, and administering the program. Approximately 75% of the total contract value will be passed through as rebates to customers. The remaining amount will cover the consultant's services.	New	60 months

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.

(12) Additional Information as Requested by the Civil Service Commission for Personal Services Contract (PSC) #DHRPSC0004951, Project Management Support Services and Design Services Related to the Wayfinding Enhancement Program Phase 2. (File No. 0265-25-8) – Action Item

Recommendation: Adopt the report.

- (13) **Additional Information as Requested by the Civil Service Commission for Personal Services Contract (PSC) #DHRPSC0005223 for Project Delivery Partners and Design-Build Services for the Boarding Area F Refresh Project. (File No. 0266-25-8) – Action Item**

Recommendation: Adopt the report.

- (14) **Additional Information as Requested by the Civil Service Commission for Personal Services Contract (PSC) #DHRPSC0005350 for Project Delivery Partners and Design-Build Services for the Airport Security Infrastructure Program (ASIP) Phase II. (File No. 0267-25-8) – Action Item**

Recommendation: Adopt the report.

- (15) ***Report Back from the Human Services Agency for Proposed Personal Services Contract Number DHRPSC0004099 v0.01. (File No. 0214-24-8) – Action Item***

October 28, 2024: *Continued PSC #DHRPSC0004099 v0.1 from the Human Services Agency to the meeting of November 4, 2024, for the department and SEIU Local 1021 to continue the conversations on this PSC.*

November 4, 2024: *Adopted the report. Approved Personal Services Contract DHRPSC0004099 v0.01 for two (2) years with the condition of the Human Services Agency to engage the Department of Human Resources in a feasibility study to explore whether the end-to-end array of substance abuse treatment can be done by existing Civil Service classifications in the Human Services Agency, including having discussions with SEIU Local 1021 and a report back in twelve (12) months. Notify the Office of the Controller and the Office of Contract Administration.*

Recommendation: *Postpone to the meeting of March 2, 2026, at the request of the Human Services Agency due to insufficient data to make a determination.*

(16) Review of Request for Approval of Proposed Personal Services Contract Number DHRPSC0005417 v0.01 from the Airport. (File No. 0268-25-8) – Action Item

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005417 - v0.01	Airport	\$30,000,000	The Airport seeks Project Delivery Partners (PDP) and design-build (DB) services for the Superbay Renovation Project (Project). The PDP consultants will provide overall management expertise and oversight for the Project, including design management and construction management services, project controls, contract administration, cost estimating services, scheduling services, and field inspections. The design-build contractor will provide design and construction services for the Project.	New	72 months

September 15, 2025: Postponed PSC #DHRPSC0005417 – v0.01 from the Airport to the meeting of November 3, 2025, to give the Airport time to provide a staffing plan to the Commission.

Recommendation: *Postpone to the meeting of November 17, 2025 at the request of the Airport.*

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.

(17) Review of Request for Approval of Proposed Personal Services Contract #DHRPSC0002006 v1.01 from the Airport. (File No. 0269-25-8) – Action Item

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0002006 - v1.01	Airport	Current Approved Amount \$9,000,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$13,000,000	Contractor will provide the engineering conceptual design to upgrade the San Francisco International Airport's (Airport) two main 115 kilo volt (kV) electrical substations to improve redundancy for power scenarios outside normal operations and increase capacity to meet the anticipated electrical capacity demand growth. The transformers are owned by the San Francisco Public Utilities Commission (SFPUC), and SFPUC Power Enterprise is funding 80% of the proposed work. The proposed work includes: 1) specialized design on 115kV high voltage and 12kV medium voltage electrical systems, 2) provide expertise in the regulations, policies, procedures, and standards of Federal Energy Regulatory Commission (FERC), California Independent System Operator (CAISO) and 3) develop conceptual design alternatives that will be then selected for project environmental review and clearance.	Amendment	Increase months 36 Total months 84

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.

(18) Review of Request for Emergency Approval of Proposed Personal Services Contract Number DHRPSC0005867 v0.01 from the Human Services Agency. (File No. 0271-25-8) – Action Item

<i>PSC</i>	<i>Department</i>	<i>Amount</i>	<i>Type of Service</i>	<i>Type of Approval</i>	<i>Duration</i>
DHRPSC0005867 - v0.01	Human Services Agency	\$9,100,000	<p>Contractor shall provide the following services during the term of this contract:</p> <ul style="list-style-type: none"> • Receive and manage contracted funds from Crankstart and the City (via SFHSA) • Have a gift card policy that ensures separation of duties as well as secure and safe holding to prevent theft or loss • Complete GiveCard's Know Your Customer (KYC) onboarding form (approximately 15 minutes) to verify organizational identity for compliance purposes. • Authorize GiveCard to open a dedicated custodial bank account at Sutton Bank "on behalf of SFMFB" to hold and distribute funds. This means that while the account belongs to SFMFB as do the funds within the account, GiveCard is authorized to be an agent of the account, allowing GiveCard to transfer funds out of the account (when GiveCard transfers funds onto the cards of recipients). • Partner with GiveCard to issue prepaid gift cards to individuals identified by the City. • Coordinate with the City on timelines and public communication alignment. • Include the program in financial statements and audit as restricted income and program pass-through expense (pending auditor confirmation). • Review periodic transaction and reconciliation reports from GiveCard. • Support reporting to Crankstart. 	New	2 months

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.

(19) 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.

October 20, 2025: Adopted the staff report, amended the proposed rules, and directed the Executive Officer to post the amended proposed rule amendments.

Recommendation of the Human Resources Director:

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

- (20) **Appeal by Wailin Myat appealing the disqualification for 7329 Electronic Maintenance Technician Assistant Supervisor (CBT-7329-T00127). (File No. 0147-25-4) – Action Item**

Recommendation of the Director of Transportation:

Adopt the report and deny the appeal by Myat.

- (21) **Appeal by Donald Anderson appealing the disqualification for the Q080 – Captain, Police Department examination. (File No. 0221-25-4) – Action Item**

Recommendation of the Human Resources Director:

Adopt the report of the Department of Human Resources and deny the appeal by Anderson.

- (22) **Appeal by Carla Hurley appealing the disqualification for the Q080 – Captain, Police Department examination. (File No. 0222-25-4) – Action Item**

Recommendation of the Human Resources Director:

Adopt the report of the Department of Human Resources and deny the appeal by Hurley.

- (23) **Appeal by Nicholas Chorley appealing the disqualification for the Q080 – Captain, Police Department examination. (File No. 0226-25-4) – Action Item**

Recommendation of the Human Resources Director:

Adopt the report of the Department of Human Resources and deny the appeal by Chorley.

- (24) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (25) **ADJOURNMENT**