

# Civil Service Commission's Budget Submission Request for Fiscal Years 2021–2022 and 2022–2023

Board of Supervisors' Budget and Finance  
Committee Hearing  
June 16, 2021

**Sandra Eng, Executive Director**

# Overview of the Civil Service Commission

- ▶ **Purpose:** Per the Charter, the Civil Service Commission is charged with “the duty of providing qualified persons for appointment to the service of the City and County of San Francisco.” The Commission is responsible for establishing, regulating, overseeing and serving as final arbiter of the City and County of San Francisco’s merit system.
- ▶ **Mission Statement:** The Commission’s mission is to establish, ensure, and maintain an equitable and credible merit system for public service employment for the citizens of San Francisco. The Commission’s goal is to consistently provide the best-qualified candidates for public service in a timely and cost-effective manner.
- ▶ **Equal Employment Policy:** It is the goal and policy of the Commission to provide fair treatment of applicants in all aspects of employment without regard to membership in a protected category and to prohibit nepotism or favoritism.

# Authority and Responsibilities under the Charter and Administrative Code

- 1) Definitions, administration and organization of the merit system, Rules and the Civil Service Commission.
- 2) The establishment of policies, procedures governing the merit system.
- 3) The ability to review the conduct and actions of employees and departments in merit system matters including exempt appointments through Inspection Service Investigations and Audits.
- 4) Conduct hearings over appeals on merit system matters; review decisions in discrimination complaints, examination matters, and classification actions taken by the Human Resources Director, Director of Transportation of the Municipal Transportation Agency or Executive Director of the Civil Service Commission.
- 5) Review requests for proposed Personal Service Contracts for the feasibility of public employees hired through the merit system to perform services to the public as a priority.
- 6) Wage and Benefit-Setting Responsibilities: For Elected City Officials, Members of the Board of Supervisors, and Prevailing Wage Certification.
- 7) Employee Relations Ordinance Administration: Coordinate administration of unfair labor practice charges for peace officers and unrepresented employees; appeals of bargaining unit assignments; category designation of management, supervisory, and confidential; recognition elections for labor organization and certification or decertification, affiliation, disaffiliation or merger of labor organizations.)

# The Civil Service Commission's Budget Request for Fiscal Years 2019–2020 and 2020–2021

- ▶ Current and Submitted Budget Request:
  - FY 2020–2021 Budget: \$1,286,033
  - FY 2021–2022 Budget Submission: \$1,388,312
  - FY 2020–2021 Budget Submission: \$1,418,696
- ▶ Increases in the Commission's budget over the next two fiscal years are primarily due to: 1) projected increases in employee salaries (per the City's labor agreements); and 2) projected increases in fringe benefit costs.
- ▶ No expected changes to the Commission's 6 FTE count over the next two fiscal years.

# Projects:

- ▶ Strategic Planning with departments, unions, and other stakeholders on the department's Racial Equity Action Plan to provide training and expand opportunities for employment with the City and County of San Francisco
- ▶ Amendments to the CSC Policy and Procedures for Personal Service Contracts to expand on transparency and increasing opportunities for public comment from all stakeholders
- ▶ Engagement with City and Community Programs in Understanding the Merit System as a resource
- ▶ Continue to seek ways to create greater transparency and efficiencies in the Commission's procedures and communications
- ▶ Address departments' need for flexibility in personnel management issues while maintaining the integrity of the City's merit system as mandated by the Charter
- ▶ Continue to ensure the timely resolution of appeals so that merit system issues are addressed efficiently, effectively and fairly