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Civil Service Commission's Budget Submission Request for Fiscal Years 2015-2016 and 2016-2017

Board of Supervisors' Budget and Finance
Committee Hearing
June 15, 2015

Michael L. Brown, Executive Officer

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.



Overview of the Civil Service Commission (Continued)

- **Civil Service Commission:**

- Five Commissioners appointed by the Mayor (with review by the Board of Supervisors) serving a six-year term.
- The Charter requires the Commissioners to take a special oath in opposition to civil service appointments as a reward for political activity.
- Commission meetings are generally held on the first and third Monday of each month.

- **Civil Service Commission Department Staff:**

0961, Department Head I (Executive Officer)

0951, Deputy Director I (Assistant Executive Officer)

1244, Senior Personnel Analyst

1203, Personnel Technician (Rules, Personnel & Office Coordinator)

1840, Junior Management Assistant (Appeals Coordinator)

1426, Senior Clerk Typist (Administrative Staff Assistant)

Authority and Responsibilities under the Charter and Administrative Code

The Commission's authority and responsibility over the civil service merit system include, but are not limited to:

- 1) Purpose, definitions, administration and organization of the merit system and the Civil Service Commission.
- 2) The establishment of policies, procedures and Rules governing the merit system, which includes and covers: allegations of discrimination; applicants; examinations; eligible lists; leaves of absence; appointments; layoffs; the designation and filling of positions; status and status rights; probationary status; probationary periods; classifications; and conflict of interest.
- 3) The Charter empowers the Commission to undertake investigations into, and reviews of the conduct and actions of employees and departments in merit system matters. Merit System Oversight includes:
 - Inspections Service: We receive over 100 requests for an Inspection Service per year and strive to complete investigations/reviews within 60 days.
 - General Power to conduct merit system Audit Program.

Authority and Responsibilities under the Charter and Administrative Code (Continued)

- 4) **Appeal Hearings:** The Commission presides over appeals on merit system matters of a decision or action made by the Human Resources Director or Executive Officer - or in the case of Service-Critical Classes, the Director of Transportation/Designee of the Municipal Transportation Agency (e.g., discrimination complaints, exams, classification actions, etc.). The Commission received 43 appeals and resolved 64 appeals last fiscal year.
- 5) **Review of proposed Personal Service Contracts:** The Commission is responsible for determining whether the circumstance pertaining to a need to provide services in a particular situation(s) warrants the use of a personal services contract or contractors in lieu of civil service employees.
- 6) **Wage and Benefit-Setting Responsibilities:** (e.g. City Officials and Prevailing Wage Certification.)
- 7) **Employee Relations Ordinance Administration:** (e.g., coordination of unfair labor practice charges for peace officers and unrepresented employees; bargaining unit assignments; management, supervisory, confidential designations; recognition elections for labor organization and certification or decertification, affiliation, disaffiliation or merger of labor organizations.

Policy Priorities and Objectives for Fiscal Year 2015–2016:

- Increase access to, and utilization of the Commission's information resources.
- Create greater transparency and efficiencies in the Commission's procedures and communications.
- Ensure the timely resolution of appeals so that merit system issues are addressed efficiently, effectively and fairly.
- Continue to seek ways to address City departments' need for flexibility in personnel management issues while at the same time maintaining the integrity of the City's merit system.
- Streamline and ensure that the Commission's Rules, policies and procedures are easily understood and known by all stakeholders; consistent and compliant with the law; and reflective of current and best practices.
- Continue to seek ways to strengthen the Civil Service Commission's ability to meet its Charter mandates and oversee the operation of the merit system.

The Civil Service Commission's Budget Request for Fiscal Years 2015–2016 and 2016-2017

- Current and Submitted Budget Request:
 - FY 2014-2015 Budget: \$1,119,109
 - FY 2015-2016 Budget Submission: \$1,173,401
 - FY 2016-2017 Budget Submission: \$1,193,288
- 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); 2) projected increases in fringe benefit costs; and 3) renewal of copier agreement with upgrades to handle large scale projects and enhancement to our document storage and retrieval system; and 4) to continue working with the City Attorney's Office for needed legal advice.
- No expected changes to the Commission's FTE count over the next two fiscal years.
- No projected overtime costs over the next two fiscal years.



QUESTIONS?

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Civil Service Commission General Information

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[www.sfgov.org/Civil Service](http://www.sfgov.org/Civil_Service)