

BOARD of SUPERVISORS



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## MEMORANDUM

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Date: May 7, 2018  
To: Michael Brown, Executive Officer, Civil Service Commission  
From:  Angela Calvillo, Clerk of the Board, Board of Supervisors  
Subject: Urging the Civil Service Commission to Accept Proposed Rule Changes to Reduce Implicit Bias in Recruitment for Employment (File No. 180434)

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On May 1, 2018, the Board of Supervisors adopted Resolution No. 117-18, sponsored by Supervisor Katy Tang (File No. 180434, Urging the Civil Service Commission to Accept Proposed Rule Changes to Reduce Implicit Bias in Recruitment for Employment); enacted on May 4, 2018.

Please find the attached courtesy copy of the Resolution for the Civil Service Commission's information and consideration.

If you have any questions or concerns, please contact the Office of the Clerk of the Board at (415) 554-5184.

c: Supervisor Katy Tang, Member of the Board of Supervisors

1 [Urging the Civil Service Commission to Accept Proposed Rule Changes to Reduce Implicit  
2 Bias in Recruitment for Employment]

3 **Resolution urging the Civil Service Commission to post for, meet, and discuss with**  
4 **interested parties, the proposed rule changes on file with the Civil Service Commission**  
5 **in File No. 0070-18-1, which will reduce implicit bias in hiring and improve applicant**  
6 **confidentiality during the hiring process.**

7  
8 WHEREAS, The City is an equal opportunity employer that is committed to ensuring  
9 that employees are hired based on merit; and

10 WHEREAS, Implicit bias awareness training and de-biasing techniques constitute the  
11 foundation for preventing implicit bias in hiring, and system approaches must also be  
12 considered to effectively reduce biases; and

13 WHEREAS, The San Francisco Board of Supervisors unanimously passed a resolution  
14 on file with the Clerk of the Board of Supervisors in File No. 160375 that urged the  
15 Department of Human Resources to analyze strategies and create a plan to reduce implicit  
16 bias in the hiring process for City and County of San Francisco employment, and further urged  
17 the Department of Human Resources to report its findings and plan to the Board of  
18 Supervisors by June 2016; and

19 WHEREAS, The Department of Human Resources is proposing a two-phased  
20 approach to address implicit bias in hiring, which includes: 1) revising rules to enhance  
21 applicant confidentiality and minimize (implicit and explicit) biases within the hiring processes;  
22 and 2) implementation of the de-identification protocol to redact applicant information in the  
23 departmental post-referral selection process (PRSP) at the point of determining which  
24 applicants to invite to a final selection process; and  
25

1           WHEREAS, Concerns were raised at the January 8, 2018, meeting and subsequent  
2 meetings that implementing de-identification protocols for the hiring process actually  
3 decreased diversity, but upon further investigation, it was found that the only jurisdictions that  
4 this was the case were those where affirmative action had been previously instituted; and

5           WHEREAS, In California, Proposition 209 made affirmative action illegal for public  
6 agencies, and implementing de-identification protocols will actually help reduce barriers to fair  
7 hiring; and

8           WHEREAS, The Department of Human Resources sampled California counties and  
9 large cities in 2017, which showed that 90 percent do not post eligible lists, and six of those  
10 largest agencies that responded cited confidentiality and privacy concerns as a major reason  
11 for not posting; the largest of the those agencies include Los Angeles County, Orange County,  
12 Alameda County, Sacramento County, and the City of San Jose; and

13           WHEREAS, The Civil Service Commission has requested that File No. 0070-18-1 be  
14 continued to the May 7, 2018, Civil Service Commission meeting; now, therefore, be it

15           RESOLVED, That the Board of Supervisors of the City and County of San Francisco  
16 urges the Civil Service Commission to take action to accept the Department of Human  
17 Resources report, and post the proposed rule changes that would reduce implicit bias in  
18 recruitment for employment and improve applicant confidentiality during the hiring process for  
19 meet and discuss with interested parties.



City and County of San Francisco

Tails  
Resolution

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

File Number: 180434

Date Passed: May 01, 2018

Resolution urging the Civil Service Commission to post for, meet, and discuss with interested parties, the proposed rule changes on file with the Civil Service Commission in File No. 0070-18-1, which will reduce implicit bias in hiring and improve applicant confidentiality during the hiring process.

May 01, 2018 Board of Supervisors - ADOPTED

Ayes: 11 - Breed, Cohen, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Stefani, Tang and Yee

File No. 180434

I hereby certify that the foregoing Resolution was ADOPTED on 5/1/2018 by the Board of Supervisors of the City and County of San Francisco.

Angela Calvillo  
Clerk of the Board

Mark E. Farrell  
Mayor

Date Approved